STANDARD FORM 66
October 1960
PRESCRIBED BY U. S. CIVIL SERVICE COMM.
Federal Personnel Manual
66-183

SECRET

Official Personnel Folder

SECRET

[redacted]

HCCDS JAMES S
502-16-6560
02/20/28
29 SEP 1969

14-00000

SECRET
(When Filled In)

0S AUG

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 26 July 1978

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
RETIREMENT - (VOLUNTARY) CIARDS	08 / 04 / 78	REGULAR

6. FUNDS	V TO V	V TO CF	7. FAN AND NSCA	8. LEGAL AUTHORITY (Completed by Office of Personnel)
	CF TO V	CF TO CF	8026-3430 0000	PL 88-643 Section 233

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/IMS AND INFORMATION MGMT & PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
RECORDS ADMIN OFF NE (13)	CG45	DCC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	13 2	$26,889

18. REMARKS

Last Working Day: 4 August 1978

CONCUR: [signature] 07/26/78
CNS/MSB Date

Co-ordinated with ... 7/31/78

[signature] CMS/MSB

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
Henry E. Walton	7/26/78	[signature]	7/26/78

C/PCS/CSS/Pers

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL CM13

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HQTRS CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
45	10				1	02 20 28		

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CSC, 2-CIARDS, 3-FICA, 4-NONE) / CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO, DA, YR)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
			C1 E5 00 00				

35. VET PREFERENCE (CODE: 0-NONE, 1-5 PT, 2-10 PT)	36. SERV COMP DATE (MO. DA. YR.)	37. LONG COMP DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR/RESV, PROV/TEMP) CODE	39. FEGLI/HEALTH INSURANCE (CODE: 0-WAIVER, 1-REG, 2-REG/OPT, 3-INELIGIBLE; HEALTH INS CODE)	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE (LESS THAN 3 YEARS), 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION	46. OP APPROVAL	DATE APPROVED
03 AUG 1978 ej 7/26	William H. Bright [signature]	8/1/78

FORM 8-72 1152 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY. 007622 (4)

14-00000

25 July 1978

SUMMARY OF AGENCY EMPLOYMENT

I entered on duty with the CIA in April 1952 and have been in records management for my whole career, seventeen years of it overseas.

James Woods

James S. Woods

NO SECURITY OBJECTIONS

ACK'D 25 May 78 — SECRET (When Filled In) — 16 MAY 1978

ØCF

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 9 May 1978

1. SERIAL NUMBER: 010032
2. NAME (Last-First-Middle): WOODS JAMES S
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT (CHANGE OFFICE)
4. EFFECTIVE DATE REQUESTED: MONTH 04 | DAY 09 | YEAR 78
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V | V TO CF | CF TO V | CF TO CF
7. FAN AND NSCA: 8026-3430 | 0000
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDO/~~NE~~ IMS INFORMATION MGMT AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT
10. LOCATION OF OFFICIAL STATION: WASH., D.C.
11. POSITION TITLE: RECORDS ADMIN OFF NE (13)
12. POSITION NUMBER: CG45
13. CAREER SERVICE DESIGNATION: DCC
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 13 2
17. SALARY OR RATE: $26,889
18. REMARKS:

FROM: DDO/NE

CONCUR: John Diffley (telecord) — DATE
C/NE/Pers

05/12/78

18A SIGNATURE OF REQUESTING OFFICIAL: [signature] Henry E. Walton C/PCS/CSS/Pers — DATE SIGNED: 5/10/78
18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] DDO/CMS/07-12 — DATE SIGNED: 5/11/78

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOURS CODE	25 DATE OF BIRTH MO. DA. YR.	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
37	10	53746	IMS	75013			02 20 28		

28 NTE EXPIRES MO. DA. YR.	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1—CSC, 2—OTHER, 3—FICA, 5—NONE) CODE	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA TYPE MO. DA. YR.	EOD DATA	33 SECURITY REQ. NO	34 SEX

35 VET PREFERENCE CODE (0—NONE, 1—5 PT, 2—10 PT)	36 SERV COMP DATE MO. DA. YR.	37 LONG. COMP DATE MO. DA. YR.	38 CAREER CATEGORY CAR/RESV, PROV/TEMP CODE	39 FEGLI/HEALTH INSURANCE CODE (0—WAIVED, 1—REG, 2—REG/OPT, 3—INELIGIBLE) HEALTH INS CODE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS))	42 LEAVE CAT. CODE	43 FEDERAL TAX DATA FORM EXECUTED (1—YES, 2—NO) CODE, NO TAX EXEMPTIONS	44 STATE TAX DATA FORM EXECUTED (1—YES, 2—NO) CODE, NO TAX EXEMP, STATE CODE

45 POSITION CONTROL CERTIFICATION: 30 MAY 1978 5-12-78 [initials] From NE
46 OP APPROVAL: [signature] — DATE APPROVED: 5/26/78

FORM 8-72 1152 USE PREVIOUS EDITION — SECRET — E 2, IMPDET CL. BY: 007622

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 6 Feb 78

1 SERIAL NUMBER	2 NAME (Last-First-Middle)
010032	WOODS, JAMES S.

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE REQUESTED	5 CATEGORY OF EMPLOYMENT
PROMOTION	03 12 78	REGULAR

6 FUNDS	7 FAN AND NSCA	8 LEGAL AUTHORITY (Completed by Office of Personnel)
V TO V / CF TO V / V TO CF / CF TO CF	3033 4800 0000	

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF	WASH, D.C.

11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
RECORDS ADMIN OFF (13)	CG45	DCC

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0344.01	13 2	26589

18 REMARKS

CONCUR:

From .12-5

Henry Walton (telecoord) 6 Feb 78
ISS Date

18A SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
John F. Dittley, CNE/PERS	6 Feb 78	[signature]	2/8/78

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOOTRS CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
22	10	46015	NE	75013			02 20 28	03 12 78	03 12 78

28 NTE EXPIRES (MO. DA. YR.) | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA (1—CS, 2—FICA, 3—FICA, 5—NONE) CODE | 31 SEPARATION DATA CODE | 32 CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33 SECURITY REQ. NO. | 34 SEX

35 VET PREFERENCE CODE (0—NONE, 1—5 PT, 2—10 PT) | 36 SERV COMP DATE (MO. DA. YR.) | 37 LONG COMP DATE (MO. DA. YR.) | 38 CAREER CATEGORY (CAR/RESV, PROV/TEMP) CODE | 39 FEGLI, HEALTH INSURANCE CODE (0—WAIVED, 1—REG, 2—REG/OPT, 3—INELIGIBLE) HEALTH INS CODE | 40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO, CODE, NO. TAX EXEMPTIONS) | 44 STATE TAX DATA (FORM EXECUTED 1—YES 2—NO, CODE, NO TAX EXEMP, STATE CODE)

45 POSITION CONTROL CERTIFICATION	46 OP APPROVAL	DATE APPROVED
3-6-78 AZO 06 MAR 1978	[signature]	8 MAR 78

FORM 6-72 1152 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY. 007622

14-00000

18 August 1978

Mr. James S. Woods
304 Meadow Hall Dr.
Rockville, MD 20851

Dear Mr. Woods:

We are enclosing the employee copy of your retirement action (Form 1150) that you requested 04 August 1978.

Sincerely,

/S/

Abraham Schwartz
Chief, Control Division

Enclosure: 1 Form

Dist.
Orig. - Adse.
1 - TRB
1 - OPF/WOODS, James S.
OP/TRB/SEAllewelt;sea(18AUG78)

ADMINISTRATIVE-INTERNAL USE ONLY

18 APR 1978

MEMORANDUM FOR: James S. Woods

FROM: John N. McMahon
Deputy Director for Operations

SUBJECT: Commendation for Exceptional Performance

1. The Directorate of Operations Records Review Task Force has finished its work in Warrenton. I want you to know that I realize that a large measure of the success of this effort was due to the exceptional performance of the Records Management Officers who worked long and hard during the six-month period, patiently guiding the 435 Directorate personnel who served on the component teams. Many of you performed additional duties, voluntarily and cheerfully, extending beyond the ten-hour work day, which kept the task force functioning smoothly.

2. This fine team effort and your personal contribution to it is in the best tradition of the Directorate of Operations. I commend you for a job well done.

Thanks Jim — John McMahon

John N. McMahon

ADMINISTRATIVE-INTERNAL USE ONLY

14-00000

CONFIDENTIAL

1 AUG 1978

MEMORANDUM FOR: Director of Personnel

FROM : Kenneth Corbat
Chief, Retirement Affairs Division

SUBJECT : Request for Voluntary Retirement -
Mr. James S. Woods

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-13 Position: Records Management Officer
Career Service : Operations
Office/Division : Information Management Staff
Date Requested for Retirement: 4 August 1978
Age at that Date : 50
Years of Creditable Service : 29
Years of Agency Service : 26
Years of Qualifying Service : 9

3. The applicant's Career Service and the CIA Retirement Board recommend that the request be approved.

/s/ Kenneth Corbat

The recommendation contained in paragraph 3 is approved.

(signed) F. W. M. Janney

Director of Personnel

2 AUG 1978

Date

Distribution:
0 - Return to ROB
1 - Applicant
1 - OPF
1 - ROB Soft File
1 - ROB Reader

2 ... 00216

CONFIDENTIAL

3589

14-00000

SECRET
(When Filled In)

OUT 11/11

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 5 Oct 1977

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
010032	Woods, James S.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED	5. CATEGORY OF EMPLOYMENT
Reassignment AND CANCELLATION of NSCA	07 11 77	Regular

6. FUNDS: V TO V / V TO CF / CF TO V / CF TO CF

7. COST CENTER NO. CHARGEABLE: 3033 4801 0000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDO/NE Division
Office of the Chief, NE Division
Plans Staff

10. LOCATION OF OFFICIAL STATION: Wash., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
Records Admin Off (13)	CC45	DCC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	12 4	24070

18. REMARKS
replacing Peter Serra

#11 PER SUE 10.17.77

SAL, BLURB

#3 PER NANCY 10.17.77

Concur:

[signature] 10/7/77
AC/PCS/CSS/Personnel — Date

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
John [illegible] C/PERS	10-05-77	[signature]	11/1/77

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING (Numeric / Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. VETERAN'S CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	4605 NE	7503		1	02 20 28		

FOD DATA

45. POSITION CONTROL CERTIFICATION: 01 NOV 1977 10.14.77 RSP

46. O P APPROVAL: [signature]

DATE APPROVED: 1 NOV 77

FROM: CCS

FORM 1152 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY: 007622

(-NO

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 9 August 1976

1. SERIAL NUMBER: 010132
2. NAME (Last-First-Middle): WOODS, JAMES S.
3. NATURE OF PERSONNEL ACTION: CHANGE OF FAN [illegible]
4. EFFECTIVE DATE REQUESTED: MONTH 08 DAY 09 YEAR 76
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: XX V TO V / V TO CF / CF TO V / CF TO CF
7. FAN AND NSCA: T230 0130 0002
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDC/CCS REGISTRY
10. LOCATION OF OFFICIAL STATION: WASH., D. C.
11. POSITION TITLE: RECORDS ADMIN OFF CH (12)
12. POSITION NUMBER: BL 44
13. CAREER SERVICE DESIGNATION: DCC
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 12 4
17. SALARY OR RATE: $ 21,324
18. REMARKS:

18A. SIGNATURE OF REQUESTING OFFICIAL: Donald E. McMahill, Admin Off — DATE SIGNED: 9 Aug 76
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: — DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOOTS CODE	25 DATE OF BIRTH MO. DA. YR.	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
37	10	39115	CCS	75013		1	02 20 25		

28 LEI EXPIRES (MO. DA. YR.) — 29 SPECIAL REFERENCE — 30 RETIREMENT DATA (1—CSC, 2—OTHER, 3—FICA, 4—NONE) CODE — 31 SEPARATION DATA CODE — 32 CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) — EOD DATA — 33 SECURITY REQ. NO — 34 SEX

35 VET PREFERENCE (CODE: 0—NONE, 1—5 PT, 2—10 PT) — 36 SERV COMP DATE (MO. DA. YR.) — 37 LONG COMP DATE (MO. DA. YR.) — 38 CAREER CATEGORY (CAR. RESV. PROV. TEMP; CODE) — 39 FEGLI/HEALTH INSURANCE (CODE: 0—WAIVED, 1—REG, 2—REG/OPT, 3—INELIGIBLE; HEALTH INS. CODE) — 40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) — 42 LEAVE CAT CODE — 43 FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS) — 44 STATE TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMP; STATE CODE)

45 POSITION CONTROL CERTIFICATION: 10 AUG 1976 — DW 8-9-76
46 OP APPROVAL: B Brainerd
DATE APPROVED:

FORM 8-73 1152 USE PREVIOUS EDITION

P

SECRET

E-2 IMPDET CL BY: 007622 (4)

14-00000

C-NO MAN ABJ 7/16

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 13 July 1976

1. SERIAL NUMBER: 010032 ✓
2. NAME (Last-First-Middle): WOODS, JAMES S. ✓
3. NATURE OF PERSONNEL ACTION: Reassignment Change of Home Base / ~~CHANGE OF SERVICE DESIGNATION~~
4. EFFECTIVE DATE REQUESTED: MONTH 07 DAY 13 YEAR 76
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: XX V TO V | V TO C | C TO V | C TO C
7. COST CENTER NO. CHARGEABLE: 6230 0118 0000
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDO/CCS REGISTRY
10. LOCATION OF OFFICIAL STATION: WASH., D. C.
11. POSITION TITLE: RECORDS ADMIN OF CH (12)
12. POSITION NUMBER: BL 44
13. CAREER SERVICE DESIGNATION: DCC
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 12 4
17. SALARY OR RATE: $ 21,324
18. REMARKS: DAC to DCC

DESIGNATION CHANGED FROM DAC TO DCC.

18A. SIGNATURE OF REQUESTING OFFICIAL: Donald F. Mc Mahill, CCS/ADM — DATE SIGNED: 13 Jul 76
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: — DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 ADDITNL CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
37	10	3[illegible]	CCS	75013					

28 LEI EXPIRES | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA | 31 SEPARATION DATA CODE | 32 CORRECTION CANCELLATION DATA | EOD DATA | 33 SECURITY REQ NO | 34 SEX

35 VET PREFERENCE | 36 SERV COMP DATE | 37 LONG COMP DATE | 38 CAREER CATEGORY | 39 FEGLI HEALTH INSURANCE | 40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA | 44 STATE TAX DATA

45 POSITION CONTROL CERTIFICATION: 20 JUL 1976 (initialed 7.19.76)
46 OP APPROVAL: [signature] — DATE APPROVED: 07/19/76

FORM 8-72 1152 USE PREVIOUS EDITION

SECRET

E 2 IMPDET CL BY: 007622

14-00000

CR
11-22-74 C Macy

SECRET
(When Filled In)

ØCF

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 13 November 1974

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
010032 ✓	WOODS, JAMES S. ✓

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (Month / Day / Year)	5. CATEGORY OF EMPLOYMENT
PROMOTION	11 / 24 / 74	REGULAR

6. FUNDS		V to V		V to CF	7. CAN AND NSCA	8. LEGAL AUTHORITY (Completed by Office of Personnel)
	XX	CF to V		CF to CF	5230 0121 / 0002	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/CCS ~~OFFICE OF THE CHIEF~~ REGISTRY	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
RECORDS ADMIN OF CH (12)	0061	DAC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	12 3	$ 19,693 ✓

H
27

18. REMARKS

CONCUR: MARGARET SCOTT (TELECOORD)
SS/SE/7E25

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
Donald E. McMahill Donald E. Mc Mahill CCS/ADS	13 Nov 74	[signature]	15 Nov 74

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 VOUCHER CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF CE
22	10	39157	CCS	75613		1	02 20 28	11 24 74	11 24 74

28 LTD EXPIRES (MO. DA. YR.)	29 SPECIAL REFERENCE	30 RETIREMENT DATA	CODE	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA (TYPE / MO. DA. YR.)	EOD DATA	33 SECURITY REQ. CR.	34 SEX
		1-CSC 2-OTHER 3-FICA 4-NONE						

35 VET PREFERENCE (CODE)	0-NONE 1-5 PT 2-10 PT	36 SERV. COMP. DATE (MO. DA. YR.)	37 LONG COMP. DATE (MO. DA. YR.)	38 CAREER CATEGORY (CAR. STA. / PROV. TEMP. / CODE)	39 FEGLI-HEALTH INSURANCE (CODE: 1-WAIVED 2-REG 3-REG/OPT 4-ELIGIBLE)	HEALTH INS. CODE	40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE)	42 LEAVE CAT CODE	43 FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO / CODE / NO. TAX EXEMPTIONS)	44 STATE TAX DATA (FORM EXECUTED 1-YES 2-NO / CODE / NO. TAX EXEMPTIONS / STATE CODE)
0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE LESS THAN 3 YEARS 3-BREAK IN SERVICE MORE THAN 3 YEARS			

45 POSITION CONTROL CERTIFICATION	46 O.P. APPROVAL	DATE APPROVED
11-15-74 JFR 25 NOV 1974	[signature]	2-12-74

FORM 1152 USE PREVIOUS EDITION

SECRET

E 2, IMPDET CL BY: 007622

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 21 August 1973

4-32

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
010032	WOODS, JAMES S.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
Transfer to Vouchered Funds, REASSIGNMENT AND DELEGATION OF N.S.C.A.	09 / 16 / 73	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FAN AND NSCA	8. LEGAL AUTHORITY (Completed by Office of Personnel)
			XX		4230 0121 0002	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/CCS OFFICE OF THE CHIEF RECORDS MANAGEMENT AND REGISTRY SEC	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
RECORDS ADMIN OF CH (12)	0061	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	11 6	$ 16,326

18. REMARKS

HOME BASE: [redacted] SS

*CONCUR FOR CIA W-2: [signature] CCS/OCB/S

CONCUR: GEORGE OWENS (TELECOORD)
C/EUR/PERS

CONCUR: WILLIAM H. FLIPPEN (TELECOORD)
DDP/RECORDS MGMT OFFICER

4-24

19A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
[signature] Erich W. Isenstead, C/CCS	8/24/73		

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGEE CODE	24. HQTRS CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
16	10	39100	CCS	75013		1	02 20 28		

28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1—CSC, 2—OASDH, 3—FICA, 4—NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	EOD DATA	33. SECURITY REQ. NO.	34. SEX
XX XX XX							

35. VET. PREFERENCE CODE (0—NONE, 1—5 PT., 2—10 PT.)	36. SERV. COMP. DATE MO DA YR	37. LONG COMP. DATE MO DA YR	38. CAREER CATEGORY (CAR/RESV PROV/TEMP) CODE	39. FEGLI/HEALTH INSURANCE CODE (0—WAIVED, 1—REG, 2—REG/OPT, 3—INELIGIBLE)	HEALTH INS. CODE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1—YES, 2—NO)	CODE	NO TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1—YES, 2—NO)	CODE	NO TAX EXEMP.	STATE CODE

45. POSITION CONTROL CERTIFICATION		46. O.P. APPROVAL	DATE APPROVED
8-23-73	*FFJ. EUR [initials]	[signature]	28 Aug 73

FORM 1-72 1152 USE PREVIOUS EDITION

SECRET CLASSIFIED BY: [illegible] E2 IMPDET (4)

CONFIDENTIAL
(When filled in)

NOTE TO PCS RETURNEES

Personnel processing in from a PCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct Handbook and the information for PCS returnees. This information is contained in a notebook provided by the CPB receptionist.

M E M O R A N D U M O F U N D E R S T A N D I N G

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

JAMES S WOODS
NAME
(Please Print)

James S Woods — 11 Sept 73
Signature — Date

CONFIDENTIAL
(When filled in)

Group 1 - Excluded from automatic downgrading and declassification.

14-00000

SECRET

17 APR 1973

Certificate of Exceptional Service (for Vietnam)

Terrones, Aubrey F.
Taylor, Paul F.
Tilberry, Austin S.
Tilton, John S.
Tronnes, Sue Ann

Valetich, Steven T.
Vandaveer, Robert J.

~~Walker, Richard L.~~
Walsh, Frances M.
Ward, James R.
Ward, Loretta L.
Warren, Gail
Warren, Ward W.
Watson, William Bruce
Weagraff, Ross M.
Whelan, James W.
Whistler, Leonard
White, Walter W.
~~Whittinghill, Robert B.~~ (no. 2)
Wickham, Ben, Jr.
Wilcox, Rose Marie
Williams, Bruce P.
Williams, Caryl Joyce
Williams, Edward, Jr.
Wilson, Carolyn J.
Wolfe, Mayme E.
Woods, James S.

Yellin, James H.
Young, Robert C.

VIETNAM (Contract Employees)

Allen, Maxwell J.

Bauso, Philip
Baylard, Robert W.
Bias, Louis
Bivens, Edmond
Bolton, William C., Jr.
Boos, Marvin L.
~~Bowman, David L.~~
Brown, Robert D.
Buckley, William F.

Chow, Gary Y. C.
Collins, Francis A.

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 January 1973

1. SERIAL NUMBER: 010032
2. NAME (Last-First-Middle): WOODS, JAMES S. ✓
3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 02 | DAY 04 | YEAR 73
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V | V TO CF | CF TO V | X CF TO CF
7. FAN AND NSCA: 3136 1267 0000
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: A 24
DDP/EUROPEAN DIVISION
FOREIGN FIELD
ITALIAN AREA
ROME STATION
SUPPORT BRANCH
10. LOCATION OF OFFICIAL STATION: ROME, ITALY
11. POSITION TITLE: RECORDS A.D.M. ~~ADMIN~~ OF[redacted] (09)
12. POSITION NUMBER: 0699
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 11.6
17. SALARY OR RATE: $16326
18. REMARKS:
HOME BASE: IS: CONCUR Vivian Graham
PRA HR 20-17e (1) (a) PROMOTION NTE 1 yr.
CONCUR: C/E/~~BC~~ ITALY W J Snider

Mr. Woods will be assigned to DDP/CS/RMO position 0061 vice Mr. Evon.

18A. SIGNATURE OF REQUESTING OFFICIAL: WILLIAM C. COOLEY, C/E/PERS — DATE SIGNED: 1/31/73
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: Jay R. Myerson — DATE SIGNED: 2/2/73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. ROSTERS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
32	10	44750	EUR	36533		3	02 20 28	02 04 73	02 04 73

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1—CSC, 2—ORGN, 3—FICA, 5—NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO	34. SEX
02 03 74	81						

35. VET PREFERENCE CODE (0—NONE, 1—5 PT, 2—10 PT) | 36. SERV COMP DATE MO. DA. YR. | 37. LONG COMP DATE MO. DA. YR. | 38. CAREER CATEGORY LAB/RESV PROV/TEMP CODE | 39. FEGLI/HEALTH INSURANCE CODE (0—WAIVED, 1—REG, 2—REG/OPT, 3—INELIGIBLE) HEALTH INS. CODE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (3—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA: FORM EXECUTED (1—YES, 2—NO) CODE, NO. TAX EXEMPTIONS | 44. STATE TAX DATA: FORM EXECUTED (1—YES, 2—NO) CODE, NO TAX EXEMP, STATE CODE

45. POSITION CONTROL CERTIFICATION: 2-2-73 [signature]
46. OP APPROVAL: [signature] — DATE APPROVED: 2/2/73

FORM 6-72 1152 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY: 007622 (4)

FEB 1973

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

JAMES WOODS

FROM:	EXTENSION	NO.
EUR/PERS 4B0002 Hqs		DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. E/PERS/TEDDY			[initials]	
2. C/E/PERS			[initials]	
3. C/E/ER I			[initials]	for concurrence
4. E/PERS/JON		1/31	Jon	
5. C/IS/PERS	1 FEB 1973	2 Feb 73	[initials]	for concurrence
6.				
7. CSPS/SOB GG10		2/2/73	Jan	7. Subject will be assigned as Ch Reg. + RMO DDP/CCS upon his return to Hqs (about Aug 73), vice Evans. [initials]
8.				
9. OP/PI 5E03				Mr. Woods will be assigned to CCS/RMO position 0061 vice Mr. Michael Evans.
10.				
11.				
12.				
13.				
14.				
15.				

FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 15 MARCH 1971

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS	05 / 30 / 71	REGULAR

6. FUNDS	V TO V	X V TO CF	CF TO V	CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 1136-1267

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
DDP/EUR
FOREIGN FIELD
ITALIAN AREA
ROME STATION
SUPPORT BRANCH

10. LOCATION OF OFFICIAL STATION: ROME ITALY

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
RECORDS ADM OF (09)	0699	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 7	$ 13,821

18. REMARKS

1 cc: Payroll X HB:EUR

From: DDP/EUR
DEVELOPMENT COMPLEMENT

No Language Required
PRA HR 20-17E(1) (B) NTE Two Yrs

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
[signature] WILLFORD C TAYLOR, C/E/Pers	3/15/71	[signature]	3/ /71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HQTRS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
20	10	4462	SIF	36533		3	02 20 28		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION, CANCELLATION DATA		33. SECURITY REQ NO.	34. SEX
05 29 73	82				EOD DATA		

35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI/HEALTH INSURANCE	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
5-7-71 [initials]	C. Blake	5-10-71

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

P 1

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 02 DECEMBER 1970

1. SERIAL NUMBER: 010032
2. NAME (Last-First-Middle): WOODS JAMES S

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS

4. EFFECTIVE DATE REQUESTED: MONTH 12 DAY 13 YEAR 70

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / CF TO V: XX / V TO CF / CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 1236-1186

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS: DDP/EUR DEVELOPMENT COMPLEMENT

10. LOCATION OF OFFICIAL STATION: WASHINGTON, D.C.

11. POSITION TITLE: RECORDS ADM OFFICER

12. POSITION NUMBER: 9997

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0344.01

16. GRADE AND STEP: 10 7

17. SALARY OR RATE: $ 13,041

18. REMARKS

2cc: SECURITY & Other
cc: PAYROLL

HB EUR

FROM: DDP/EUR/FOREIGN FIELD
LONDON, ENGLAND SLOT# 0254

NTE: 30 June 1971
Pending Reassignment

Security Approval Granted by Para. 12/4/70
PW 12/10/70

18A. SIGNATURE OF REQUESTING OFFICIAL: WILLFORD C. TAYLOR, C/E/Pers

DATE SIGNED: 3 Dec 70

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER:

DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
16	18	49942	EUR	75313		1	02 20 28		

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1—CSC, 2—OTHER, 3—FICA, 4—NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE CODE (0—NONE, 1—5 PT, 2—10 PT)	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RESV. PROV/TEMP CODE	39. FEGLI/HEALTH INSURANCE CODE (0—WAIVED, 1—YES) HEALTH INS. CODE	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED (1—YES, 2—NO) CODE NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED (1—YES, 2—NO) CODE NO TAX EXEMP. STATE CODE

45. POSITION CONTROL CERTIFICATION: 12-8-70 MW

46. OP APPROVAL: W Heat

DATE APPROVED: 12/8/70

A 25
A 1

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 20 JANUARY 1971

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS (CORRECTION)	01 / 10 / 71	REGULAR

6. FUNDS: V TO V; V TO CF; XX CF TO V; CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 1234-1186

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR DEVELOPMENT COMPLEMENT	WASHINGTON, D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
RECORDS ADM OFFICER	9997	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 7	$ 13,821

18. REMARKS

HQ: EUR

cc: Payroll

TO CORRECT EFFECTIVE DATE TO READ 1/10/71 VICE 12/13/70

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
WILLIAM C. COOLEY, AC/E/Pers	1/21/71	[signature]	1/21/71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS. CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
58	18	44997	EUR	75013		1	02 20 28		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1—CSC, 2—OTHER, 3—FICA, 5—NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO.	34. SEX
				76	12 13 70			

35. VET. PREFERENCE CODE (0—NONE, 1—5 PT., 2—10 PT.)	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY (CAR. RESV. PROV./TEMP.) CODE	39. FEGLI/HEALTH INSURANCE CODE (0—WAIVED, 1—YES)	HEALTH INS. CODE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1—YES, 2—NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1—YES, 2—NO)	CODE	NO. TAX EXEMP.	STATE CODE
	0—NO PREVIOUS SERVICE; 1—NO BREAK IN SERVICE; 2—BREAK IN SERVICE (LESS THAN 3 YEARS); 3—BREAK IN SERVICE (MORE THAN 3 YEARS)								

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
1-26-71 [initials]	[signature]	1/26/71

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 12 FEBRUARY 1971

1. SERIAL NUMBER: 010032
2. NAME (Last-First-Middle): WOODS, JAMES S
3. NATURE OF PERSONNEL ACTION: CHANGE OF FAN
4. EFFECTIVE DATE REQUESTED: MONTH 02 DAY 18 YEAR 71
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: XX V TO V | V TO CF | CF TO V | CF TO CF
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 1236-1186
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP/EUR DEVELOPMENT COMPLEMENT
10. LOCATION OF OFFICIAL STATION: WASHINGTON, D.C.
11. POSITION TITLE: RECORDS ADM OFFICER
12. POSITION NUMBER: 9997
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 10 7
17. SALARY OR RATE: $ 13,821
18. REMARKS:
FROM 1234-1186
cc: Payroll

KH/B.EUR

18A. SIGNATURE OF REQUESTING OFFICIAL: WILLFORD C. TAYLOR, C/E/Pers — DATE SIGNED: 12 Feb 71
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER — DATE SIGNED: 17 Feb 71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOOTRS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
37	18	44997	EUR	15013		1	02 20 28		

28. NTE EXPIRES MO. DA. YR. | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1—CSC, 2—OBGH, 3—FICA, 4—NONE) CODE | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR. | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE CODE (0—NONE, 1—5 PT., 2—10 PT.) | 36. SERV. COMP. DATE MO. DA. YR. | 37. LONG COMP DATE MO. DA. YR. | 38. CAREER CATEGORY (CAR/RESV, PROV/TEMP) CODE | 39. FEGLI/HEALTH INSURANCE CODE (0—WAIVED, 1—YES) HEALTH INS. CODE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA: FORM EXECUTED (1—YES, 2—NO), CODE, NO. TAX EXEMPTIONS | 44. STATE TAX DATA: FORM EXECUTED (1—YES, 2—NO), CODE, NO. TAX EXEMP., STATE CODE

45. POSITION CONTROL CERTIFICATION: 2-18-71 [initials]
46. O P APPROVAL: W. R. [signature]
DATE APPROVED: 2-18-71

FORM 3-67 1152 USE PREVIOUS EDITION — SECRET — GROUP 1 Excluded from automatic downgrading and declassification — (4)

8

14-00000

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
WOODS, JAMES S.	SELF	70-0961

There is on file in the Personal Affairs Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 6 MAY 1970.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BSD REPRESENTATIVE
19 JUNE 1970	/s/ R. L. Austin, Jr.

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-69 1076 USE PREVIOUS EDITION. SECRET (4-21-35)

SECRET

14 May 1968 approved

MEMORANDUM FOR: FE Career Management Committee

SUBJECT: Recommendation for Promotion for Mr. James S. Woods from GS-09 to GS-10

1. FE Vietnam Operations concurs in the field recommendation for the promotion of Mr. James S. Woods from GS-09 to GS-10. Following is the recommendation from the Chief, Operational Services Branch, Vietnam Station.

"Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

"As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

"Subject has energetically applied himself to improving procedures within his Section and to the cross-training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bore welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever-increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the in-country courier runs which were interrupted for a few days by circumstances beyond his control.

"Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

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"Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level."

2. If promoted, Subject will occupy the position of IO General, GS-11, Slot # 4984.

John Caswell
Douglas S. Blaufarb
Chief, Vietnam Operations

SECRET

14-00000

SECRET

4 March 1968

MEMORANDUM FOR: Chief of Station

SUBJECT : Recommendation for Promotion - ,
Mr. James S. Woods

1. It is recommended that Subject be promoted from GS-09 to GS-10. Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

2. As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in a highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

3. Subject has energetically applied himself to improving procedures within his Section and to the cross training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bore welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the in-country courier runs which were interrupted for a few days by circumstances beyond his control.

4. Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his Section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

SECRET

SECRET

5. Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level.

/s/John K. Smith
Chief, OSB

CONCUR /s/Vincent Lockhart
Acting Deputy Chief of Station

APPROVE: /s/Lewis J. Lapham
Chief of Station

SECRET

14-00000

PCP SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 8 Oct 1968

1. SERIAL NUMBER	010032
2. NAME (Last-First-Middle)	WOODS, JAMES S.
3. NATURE OF PERSONNEL ACTION	REASSIGNMENT
4. EFFECTIVE DATE REQUESTED (Month/Day/Year)	11 / / 68
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	CF TO CF: XX
7. FINANCIAL ANALYSIS NO. CHARGEABLE	9136 1214
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDP/EUR FOREIGN FIELD BRITISH COMMONWEALTH REGION LONDON STATION SUPPORT BRANCH REGISTRY SECTION
10. LOCATION OF OFFICIAL STATION	LONDON, ENGLAND
11. POSITION TITLE	RECORDS ADM OF (09)
12. POSITION NUMBER	0254
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	08
15. OCCUPATIONAL SERIES	0344.01
16. GRADE AND STEP	10 6
17. SALARY OR RATE	$ 10,847

18. REMARKS

CONCUR: Mary Boulger FE/Pers
By Phone

259a Attached

PRA 20-F1-D(1)(a) (B)
NTE 2 YR.
vice Imogene [illegible]

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
WILLFORD C. TAYLOR, C/E/Pers	7 Oct 68	[signature]	28 OCT 1968

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
37	10	44525	EUR	21025		3	02 20 28		

28. DATE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA	33. SECURITY REQ. NO.	34. SEX
11 08 70	S3						

35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI/HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
From FE 10-28-68 [initials]	[signature]	[illegible]

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 23 July 1968

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	07 / 28 / 68	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
			X		9137 1487	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FE FOREIGN FIELD FE/VNO - VIET NAM STATION INTELLIGENCE DIVISION COLLATION BRANCH CURRENT INTELLIGENCE SECTION BIOGRAPHIC UNIT	SAIGON, South Vietnam.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
RECORDS ADMIN OF D 11	4984	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 6	$ 10847

18. REMARKS

RECORDS ADMIN OFFICER OCCUPYING IO GENERAL POSITION.

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
CFE/PERSONNEL, Mary T. Boulger	23 July 68	[signature]	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOYEE CODE	21. ORGANIZATION CODING	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
22	10	15800	FE	77205		3	02 20 23		

28. VET EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CSC, 2-CSCB, 3-FICA, 4-NONE)	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA (TYPE / MO. DA. YR.)	EOD DATA	33. SECURITY REQ NO	34. SEX

35. VET PREFERENCE (CODE: 0-NONE, 1-5 PT, 2-10 PT)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR RESV / PROV TEMP)	39. FEGLI, HEALTH INSURANCE (CODE: 0-WAIVER, 1-YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE (LESS THAN 3 YEARS), 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO / CODE / NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO / CODE / NO. TAX EXEMP / STATE CODE)

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
[initials]	[signature]	25 Jul 68

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 17 NOVEMBER

1 SERIAL NUMBER	2 NAME (Last-First-Middle)
010032	WOODS, JAMES S.

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5 CATEGORY OF EMPLOYMENT
REASSIGNMENT	12 / / 66	REGULAR

6. FUNDS		V TO V		V TO CF	7 FINANCIAL ANALYSIS NO. CHARGEABLE	8 LEGAL AUTHORITY (Completed by Office of Personnel)
		CF TO V	X	CF TO CF	7137-1487	

9 ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FE/FOREIGN FIELD FE/VNC - VIETNAM STATION EXECUTIVE OFFICE REGISTRY SECTION	SAIGON, SOUTH VIETNAM

11. POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
RECORDS ADMIN OF ~~GS-11~~ (11)	4127	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0344.01	09/~~4~~ 7	$ ~~0001~~ 9262

18 REMARKS

FROM: JKO/TOKYO STATION/OFFICE OF THE CHIEF/
CENTRAL REGISTRY AND RECORDS SECTION

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
[signature] W. T. BOULGER, CFE/PERS	2 Dec 66	[signature]	[illegible]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOURS CODE	25 DATE OF BIRTH MO DA YR	26 DATE OF GRADE	27 DATE OF LEI
37	10	45500	FE	77265		5	02 20 28		

28 MTE EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA	EOD DATA	33 SECURITY REQ NO	34 SEX
		1-CSC 3-FICA 4-NONE					

35 VET PREFERENCE (0-NONE 1-5 PT 2-10 PT)	36 SERV COMP DATE	37 LONG. COMP DATE	38 CAREER CATEGORY	39 FEGLI HEALTH INSURANCE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE	42 LEAVE CAT CODE	43 FEDERAL TAX DATA	44 STATE TAX DATA
CODE: 0- NO PREVIOUS SERVICE; 1- NO BREAK IN SERVICE; 2- BREAK IN SERVICE (LESS THAN 3 YEARS); 3- BREAK IN SERVICE (MORE THAN 3 YEARS)		FORM EXECUTED 1-YES 2-NO / CODE / NO TAX EXEMPTIONS	FORM EXECUTED 1-YES 2-NO / CODE / NO TAX EXEMP / STATE CODE

45 POSITION CONTROL CERTIFICATION	46 O P APPROVAL	DATE APPROVED
1207 66 N	[signature]	11/1/66

'52 USE PREVIOUS EDITION

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

F-14

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 18 Nov 66

1 SERIAL NUMBER: 010032

2 NAME (Last-First-Middle): WOOLE, JAMES S.

3 NATURE OF PERSONNEL ACTION: DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM

4 EFFECTIVE DATE REQUESTED: MONTH 12 | DAY 18 | YEAR 66

5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: V TO V | V TO CF | CF TO V | X CF TO CF

7 FINANCIAL ANALYSIS NO CHARGEABLE: 7137-1566

8 LEGAL AUTHORITY (Completed by Office of Personnel): PL 88-643 Sect. 203

9 ORGANIZATIONAL DESIGNATIONS: DDP/FE

10 LOCATION OF OFFICIAL STATION: TOKYO, JAPAN

11 POSITION TITLE:

12 POSITION NUMBER:

13 CAREER SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.):

15 OCCUPATIONAL SERIES:

16 GRADE AND STEP: 9

17 SALARY OR RATE: $

18 REMARKS:

EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

18A SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED | 18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE | 20 EMPLOY CODE | 21 OFFICE CODING (NUMERIC, ALPHABETIC) | 22 STATION CODE | 23 INTEGREE CODE | 24 HOURS CODE | 25 DATE OF BIRTH (MO, DA, YR) | 26 DATE OF GRADE (MO, DA, YR) | 27 DATE OF LEI (MO, DA, YR)

28 NTE EXPIRES (MO, DA, YR) | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA (1—CSC, 2—FICA, 3—NONE) CODE 2 | 31 SEPARATION DATA CODE | 32 CORRECTION/CANCELLATION DATA (TYPE, MO, DA, YR) | EOD DATA | 33 SECURITY REQ NO | 34 SEX

35 VET PREFERENCE (CODE; 0—NONE, 1—5 PT, 2—10 PT) | 36 SERV COMP DATE (MO, DA, YR) | 37 LONG COMP DATE (MO, DA, YR) | 38 CAREER CATEGORY (CAR, RESV, PROV, TEMP; CODE) | 39 FEGLI HEALTH INSURANCE (CODE; 0—WAIVED, 1—YES; HEALTH INS. CODE) | 40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE; 0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE LESS THAN 3 YEARS, 3—BREAK IN SERVICE MORE THAN 3 YEARS) | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMPTIONS) | 44 STATE TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMP; STATE CODE)

45 POSITION CONTROL CERTIFICATION: 11-21-66 EN

46 OP APPROVAL: See memo signed by D/Pers dated 18 NOV 66

DATE APPROVED:

FORM 1152 USE PREVIOUS EDITION
1-4-7-66

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

5 January 1966

MEMORANDUM FOR: FE Career Management Committee

SUBJECT: Recommendation for Promotion of Mr. James S. Woods from GS-09 to GS-10

1. It is strongly recommended that Mr. James S. Woods be promoted from GS-09 to GS-10. Mr. Woods entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time Mr. Woods has served as a Records Analyst at Headquarters, in Korea and [illegible] Manila, and since 1961 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade as a GS-09 since 1958. He was previously recommended for promotion to GS-10 in November 1964 and June 1965.

2. In the promotion recommendation for the Tokyo Station, 9 November 1964, the [illegible] commented on Mr. Woods as follows:

> "A. Mr. Woods is now on his second tour as Chief of the Tokyo Station Registry. This unit is located at [illegible] Air Station and handles all correspondence for all Station elements. In view of the fact that the Station is [illegible] different geographic locations, a great deal of responsibility is given to Mr. Woods to [illegible] that action responsibility on incoming cables is rapidly and properly [illegible], dispatches and [illegible] routed and processed, correspondence from other local military agencies is correctly analyzed and routed. The [illegible] system is functioning effectively, and the [illegible] is rapidly [illegible] out [illegible] dispatch [illegible].
>
> "B. The Registry is presently composed of six employees in addition to Mr. Woods [illegible] Chief of this [illegible]. Mr. Woods does an exemplary job in supervising these employees with the result that [illegible] Registry [illegible] well-functioning unit.

Not Approved
3/1/66

Group 1
Excluded from automatic
downgrading and
declassification

"C. In addition to his normal duties, Mr. Woods is constantly thinking of ways to increase the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems and his cheerfulness and willingness to perform any task have benefited both the Station and the Agency.

"D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."

5. Mr. Woods has continued to perform in an over-all "strong" manner as [illegible] in his recent [illegible] report. He recently planned and effectively implemented the move of the [illegible] from one location to another. In a dispatch, dated 22 November 1965, the present Chief of Station, Tokyo, stated "There is little I can add to my predecessor's recommendation, dated 9 November 1964, for promotion of Mr. Woods. He is performing his duties as Chief of the Tokyo Station Registry with [illegible] and dispatch. He is a strong supervisor who [illegible] to achieve the maximum [illegible] of his personnel and materials."

6. The [illegible] Chief [illegible] Tokyo, recommended [illegible] qualification [illegible] Mr. Woods be promoted [illegible] GS-10 [illegible] Mr. Woods be promoted to GS-10 at the [illegible]

Terry T. Shima
for Richard G. Davis
Chief, FE/[illegible]

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Woods, James S.	Louise A. - wife	66-502

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 26 October 1965.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BSD REPRESENTATIVE
17 DEC 1965	B. DeFelice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-59 1076 USE PREVIOUS EDITION. SECRET (4-21-35)

14-00000

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Woods, James S.	Wife - Louise A.	66-148

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 26 June 1965.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BSD REPRESENTATIVE
17 AUG 1965	B. DeFelice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-59 1076 USE PREVIOUS EDITION. SECRET (4-21-35)

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 10 Feb 1961

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
110032	WOODS, James S.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (Month / Day / Year)	5. CATEGORY OF EMPLOYMENT
Reassignment and Transfer to Confidential funds	03 / 19 / 61	Regular

6. FUNDS: V TO V; X V TO CF; CF TO V; CF TO CF

7. COST CENTER NO. CHARGEABLE: 1137-7351-1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDP/FE
FE/JAO Tokyo Station
Office of the Chief
Central Registry and Records Section

10. LOCATION OF OFFICIAL STATION: Tokyo, Japan

11. POSITION TITLE	12. POSITION NUMBER	12A. PCR CONTROL NO.	13. CAREER SERVICE DESIGNATION
Intel Analyst - Gen 12-D	3061		D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.36	09 3	$ 6765

18. REMARKS

FROM: FE/Office of the Chief/2461 tray 1
1cc - Security

Form 259 forwarded to Medical Staff
Departure Date: 31 March 1961
FE/CMC Approved

Security [illegible] 2/16/61
mr 3/14/61

18A. SIGNATURE OF REQUESTING OFFICIAL: [signature] ROBERT D. CASHMAN, C/FE PERSONNEL

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (Numeric / Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. HQTRS CODE	25. DATE OF BIRTH (Mo. Da. Yr.)	26. DATE OF GRADE	27. DATE OF LEI
4[illegible]	11	5130 / [illegible]			3	02 20 28		

28. DATE EXPIRES; 29. SPEC. REFERENCE; 30. SEC. REQUIREMENT DATA; 31. SEPARATION DATA CODE; 32. CORRECTION/CANCELLATION DATA; EOD DATA; 33. SECURITY REQ. NO.; 34. SEX

35. VET. PREFERENCE (0 = NONE, 1 = 5 PT., 2 = 10 PT.); 36. SERV. COMP. DATE; 37. LONG. COMP. DATE; 38. MIL. SERV. CREDIT (1 = YES, 2 = NO); 39. FEGLI / HEALTH INSURANCE (0 = WAIVER, 1 = YES; HEALTH INS. CODE); 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (0 = NO PREVIOUS SERVICE, 1 = NO BREAK IN SERVICE, 2 = BREAK IN SERVICE (LESS THAN 12 MOS), 3 = BREAK IN SERVICE (MORE THAN 12 MOS)); 42. LEAVE CAT. CODE; 43. FEDERAL TAX DATA (FORM EXECUTED 1 = YES, 2 = NO; CODE; NO. TAX EXEMPTIONS); 44. STATE TAX DATA (FORM EXECUTED 1 = YES, 2 = NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: Kearney 03/13/61

46. O.P. APPROVAL: [signature]

52 OBSOLETE PREVIOUS EDITIONS AND FORM 1152A.

SECRET

(4)

S-E-C-R-E-T

MEMORANDUM FOR: James S. Woods

VIA : Chief, FE

1. The problem of effective management of the operational records of the Clandestine Services is one of our most important responsibilities. In this connection, you have been selected by your Division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your selection is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the objectives of the Clandestine Services. A copy of this memorandum will be placed in your official personnel folder to record your appointment as Records Officer.

2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and index cards recommended for destruction by other members of your Branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RID as that of an officially appointed Records Officer.

3. At the meeting of 16 December 1958 , you were briefed on the details of your duties as Records Officer. It is now considered that you will be able fully to execute your duties as Records Officer and thus make a real contribution to the CS Records Management Program.

Wendell E. Little

WENDELL E. LITTLE
DDP/RMO

cc: Personnel Jacket of Addressee

S-E-C-R-E-T

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo.	Da.	Yr.	4. Vet. Pref. None-0 5 Pt-1 10 Pt-2 Code	5. Sex	6. CS-EOD Mo.	Da.	Yr.
510032	WOODS JAMES S	02	20	28	1	M 1	04	21	52

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. Yes-1 No-2 Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI Yes-1 No-2 Code	12. LCD Mo.	Da.	Yr.	13. Code
11	12	48	1	50 USCA 403 J				1	04	21	52	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH	5161	MANILA, R.P.	57557

16. Dept. - Field Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
5	RECDS MGMT ANAL	3382	GS	0306.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
09 1	$ 5985	01	11 16 58	11 15 59	9 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
Reassignment Vouchered	01	3 22 59	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE Office of the Chief Secretariat	5112	Washington, D. C.	75013

33. Dept. - Field Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	Records Mgmt Of	2461		

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
	$				9 3700 20 001

SOURCE OF REQUEST

A. Requested By (Name And Title): Harriet Weiler, CFE/Secretariat

B. For Additional Information Call (Name & Telephone Ext.): Mozelle Little X2957

C. Request Approved By (Signature And Title): M. L. Shobe, CFE/Personnel

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board		3-12-59	D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

Remarks

please transfer from Unvouchered to Vouchered funds
2 Copies to Security

C/O File

FORM NO. 1152 1 MAR 57

SECRET

(4)

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

6 October 1958

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo.	Da.	Yr.	4. Vet Pref. (None-0, 5 Pt-1, 10 Pt-2)	Code	5. Sex	6. CS - EOD Mo.	Da.	Yr.
510032	WOODS JAMES S	02	20	28		1	M 1	04	21	52

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI Yes-1 No-2	Code	12. LCD Mo.	Da.	Yr.	13 Mil. Serv. Credit Yes-1 No-2	Code
XX	XX	XX		1	50 USCA 403 J						04	21	52		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE BRANCH 3 PHILIPPINES STATION ADMIN SEC	5161	MANILA, R.P.	57557

16. Dept. - Field (Dept - USfld - Frgn -)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	5	RECORDS MGMT ANALYST	3382	GS	0306.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
07 8 4	$ 5430 ~~4795~~	DI	~~04 10 55~~	~~04 06 50~~	9 8 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
Promotion	30	11 16 58	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE FE/PSB - Philippines Station Support Branch	5161		57557

33. Dept. - Field (Dept - USfld - Frgn -)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
9 1	$ 5985		11 16 58	11 15 59	9-3780-55-006

SOURCE OF REQUEST

A. Requested By (Name And Title): Arthur F. [illegible] C/FE/PSB

B. For Additional Information Call (Name & Telephone Ext.): Monelle Little [illegible] 2057

C. Request Approved By (Signature And Title): [signature] [illegible] Sh[illegible], C/FE/Personnel

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[signature]	11/13/58	D. Placement		
B. Pos. Control		11/11/58	E.		
C. Classification	[signature]	10 Oct 58	F. Approved By	[signature]	11/14/58

Remarks: Request for upgrading slot to GS-9 submitted to Wage & Salary Division. (Hold promotion in Career Panel until slot approved.)

Recorded by CSPD
Nov 1958

FORM NO. 1 MAR 57 1152 (4)

SECRET

COPY AIR

HMM-A-9355
(50-1-5)

Chief, WH Division
ATTN : Chief, RI
Chief of Station, Mexico City

31 January 1958

Administrative

TDY Service - RI Team

ACTION REQUIRED: Routing copies to Personnel files of employees concerned

1. During the period of February to August 1957, Francis E. SUCY, James B. WOODS, Dorothy SPICKA, Virginia LONG, and Sarah J. BENNETT served the Mexico City Station as a Records Reorganization team. The Chief of Station, Mexico City, wishes to make it a matter of record that the RI employees listed above served efficiently and well and were a fine addition to this station during their service here.

2. Mexico City Station wishes to acknowledge at this time, not only the exemplary service rendered by these employees but also the splendid support that RI Division has given to this station.

3. The RI employees named in paragraph 1 worked hard (spending many hours more than the forty normal work hours each week) and efficiently on Mexico City Station files. In addition, they were congenial, friendly and a pleasure to have in the Station.

WINSTON SCOTT

ACG/cps

29 January 1958

Distribution:
8 - Hqs.
2 - Files

14-00000

SECRET

STANDARD FORM 52
PROMULGATED BY THE U. S. CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL CHAPTER

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.-Miss-Mrs-One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. James S. Woods	20 Feb. 1928		5 July 1957

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment *transfer to UV funds

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED: 8/1? 2nd FE
B. APPROVED: 8 Sept 57

7. C. S. OR OTHER LEGAL AUTHORITY:

FROM		TO
Intel Analyst BV-430.12 4795	8. POSITION TITLE AND NUMBER	~~Intel Analyst~~ BFF-3582 Records Analyst 4795
GS-0132.35-7 ~~$4660.00~~ p/a	9. SERVICE, GRADE, AND SALARY	~~GS-0132.35-7~~ GS-0306.01-7 $4660.00 p/a
DDP/FI Records Integration Division Analysis & Operations Branch Analysis Section	10. ORGANIZATIONAL DESIGNATIONS 3161	DDP/FE Branch 3 - Philippines Station Administrative Section
Washington, D.C.	11. HEADQUARTERS	Manila, R.P
FIELD [ ] DEPARTMENTAL [XX]	12. FIELD OR DEPARTMENTAL	[XX] FIELD [ ] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
* Memo dtd 18 June 1957 to Mgm staff via SSA/DD/S requesting that three RI Positions (1 GS-9 and 2 GS-7s - Record Analyst) be established on the Manila T/O. Woods to be slotted against the GS-9 slot.
Please call FE/PT/III x 4009 for effective date.
2 copies to Security.

Raymond B. Wilson DDP/FI
Concur & Fit. Rep. [illegible]

B. REQUESTED BY: Ronald Gage
RONALD GAGE, FE/PERSONNEL OFFICER

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Jimmie Dewberry x 2957

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE					
NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION			
NEW	VICE	I. A.	REAL.

SD:DI

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM 8-2309-23 TO: 8-3780-55-006 5-2332	Yes		[ ] CLAIMED [ ] PROVED STATE:

20. STANDARD FORM 50 REMARKS

DOC 04.10.55. No CW
PSI - 04.06.58

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	[illegible]	[illegible]	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	D. L. REEDY		
E.			UV, D.H. to be forwarded to agent?

F. APPROVED BY
Robert [illegible] Lee Connelly [illegible] 9/12/57 [illegible] 16 August 57

10-63127-8

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. Woods	20 Feb 1928		15 Aug 1956

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment
B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE A. PROPOSED:
B. APPROVED:

7. C.S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	BV-430.02		Intel Analyst BV-430.12
9. SERVICE, GRADE, AND SALARY			GS-0132.35-7 $4660.00 pa
10. ORGANIZATIONAL DESIGNATIONS			DDP/FI Records Integration Division Analysis & Operations Branch Analysis Section
11. HEADQUARTERS			Washington, D.C.
12. FIELD OR DEPARTMENTAL	☐ FIELD ☐ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Slot BV-430.02 was used for slotting purposes only--this action will eliminate double slotting.

B. REQUESTED BY (Name and title)
John M. Scott, Chief, RI *(signature)*

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Ruth Robinson, Ext. 2510

D. REQUEST APPROVED BY
Signature: *(signature)*, FI/PO
Title:

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER
			x		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL.

SD: DI *(initials)*

15. SEX	16. APPROPRIATION	17. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM: 7-2309-23 TO: same	Yes		☐ CLAIMED ☐ PROVED STATE:

20. STANDARD FORM 50 REMARKS

APPROVED BY
FI CAREER SERVICE BOARD
DATE 16 Aug 56

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS CONTROL	*(initials)*	8/17/56	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	*(signature)*	17 Aug 56	
E.			

F. APPROVED BY *(signature)* by *(signature)* C. Little, 17 Aug 56

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED TO VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr - Miss - Mrs - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. Woods	20 Feb 1928		14 June 1956

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED:

7. C.S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	IO-CI BFF 583.05		Intel Analyst BV-430.02
9. SERVICE, GRADE, AND SALARY	GS-0136.53-7 $4660.00		~~GS-0136.53-7~~ -0132.35-7 $4660.00 pa
10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Branch 1 - Korea Base Records Integration Branch Personality Files Section	71 58	DDP/FI Records Integration Division Analysis & Operations Branch Analysis Section
11. HEADQUARTERS	Yokosuka, Japan		Washington, D.C.
12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL		[ ] FIELD [X] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer from Unvouchered to Vouchered Funds.
Vice Lenore Johnson, transferring to ~~[illegible]~~ EE
Copies of this action have been submitted to Payroll and Security offices.

CONCUR: [signature]

B. REQUESTED BY (Name and title)
John M. Scott, Chief, RI [signature: John M. Scott]

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Ruth Robinson, Ext. 2510

D. REQUEST APPROVED BY
Signature: [signature]
Title: Ex/CMO 26 June 56

13. VETERAN PREFERENCE

NONE	WWII	OTHER, 5 PT	10 POINT DISAB	10 POINT OTHER
		X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL

SD: DI

15. SEX: M

16. APPROPRIATION
FROM: 6-3740-55-096
TO: 6-2309-23

17. SUBJECT TO C.S. RETIREMENT ACT (YES—NO): Yes

18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

19. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED
STATE: DC

20. STANDARD FORM 50 REMARKS

APPROVED BY
FI PASSED [illegible]
26 June 56 RA[illegible]

Carmody [illegible]
21 June 56
6/27/56

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	[initials]	6/21/56	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[signature]	10 Jul 56	
E.			

E. APPROVED BY [signatures]

SECRET

10-6

SECRET

Name: WOODS, James S. Date: 15 June 1956

CS Designation: DI

Nature of Action: Reassignment

	FROM	TO
Pos. Title:	I. O. (CI)	Intel Analyst
Grade:	GS-7	GS-7
Division:	DDP/FE	DDP/FI
Staff:	Branch 1 - Korea Base	RI
Branch:	Records Integration	Analysis NH & Operations
Section:	Personality Files	Analysis
Hdqrs:	Yokosuka, Japan	Washington

I & R Comment [signature] 19 JUN 1956
Date

VIA: AIR
SPECIFY AIR OR SEA POUCH

DISPATCH NO. FKLA 5886

CONFIDENTIAL
CLASSIFICATION

DATE: 4 FEB 1955

TO : Chief, FE

FROM : Chief, Korea Mission

INFO: Chief, Support Mission, Okinawa

SUBJECT: GENERAL: Administrative/Personnel

SPECIFIC: Recommendation for Promotion - James S. WOODS

1. It is recommended that James S. WOODS be promoted from GS-5 to GS-7. Subject entered on duty with the Korea Mission 26 July 1954.

2. WOODS presently occupies proposed Slot No. 21 which has been recommended as a GS-9 slot. Subject has been in grade as a GS-5 since 6 June 1953 and has performed the duties of his present assignment since 10 August 1954.

3. Subject has had approximately two years of experience in the maintenance of agent records. This experience has enabled him not only to assume his present responsibilities with a minimum of supervision, but also to initiate a completely new and improved system for the maintenance of the agent records of the Korea Mission. Due partially to the efficiency of the system that he has initiated and partially to the enthusiasm with which he approaches his work, FOSHAG has assumed the work load previously handled by two individuals and at the same time has managed to keep his backlog to a minimum.

4. WOODS is conscientious, hard-working and more than willing to work long hours of overtime without additional compensation in order to maintain his section on a current basis. Subject individual devoted unusually long hours to reestablish himself during the recent move of this Mission to Japan. On the basis of work performance and motivation, subject is recommended as justly deserving of promotion to GS-7.

5. I certify that WOODS is performing the duties outlined in the job description attached hereto.

/s/ JOHN L. HART

1 February 1955

1 ENCL - a/s
DISTRIBUTION:
1 - Chief, FE
1 - Chief, SM

CONFIDENTIAL
CLASSIFICATION

CONFIDENTIAL

POSITION DESCRIPTION - James S. WOODS

1. Nature and Purpose of Work:

My position is that of intelligence analyst in the Personality File section of the Records Integration Branch. I am responsible for the maintenance of agent records and personality files.

2. Duties:

a. To maintain all agent records. This takes a good percentage of my time as it includes the following:

(1) Make all KOMI file checks on PRQ's and file check requests, writing up the results and forwarding them to the proper agencies.

(2) Make sure that all PRQ's and file check requests have the correct classification, the proper number of copies for distribution, correct name and telecodes, and are forwarded to the proper case officer or foreign unit.

(3) See that the results of KOMI file checks received from Headquarters and CHIMI are properly carded and forwarded to the case officer concerned.

(4) Keep all agent records up-to-date with regard to cryptonyms, POC's, OC's and other additional information received.

(5) Keep files on all terminated agents and see that the proper records are filled out and forwarded when they are terminated.

b. To maintain the RI card index, assuring that all cards received in RI are properly filed and have the correct names and telecodes.

c. To analyze, card and file all documents forwarded to Personality Files; these includ State Station memos, [illegible]'s, Contact Reports, CI/AFE Reports, [illegible]'s, various intelligence summaries, etc.

3. Responsibility for the Work of Others:

N/A

4. Scope and Effect of Work:

I am responsible for making all KOMI file checks. I must see that they are made out thoroughly, quickly and accurately. My check may decide the outcome of hiring or refusing to hire a prospective agent or other employee for an operation or project.

5. Supervision and Guidance Received:

I receive no direct supervision or guidance in duties relating to the maintenance of agent records. I receive over-all policy guidance from the Chief of RI and some guidance from branch chiefs and case officers.

CONFIDENTIAL

6. Mental Demands:

a. Initiative: In order to maintain agent records properly, I must always keep alert for new ways to keep them up-to-date and meet any demands that may be made for drawing up new procedures for the maintenance of agent records.

b. Originality: To adopt new ways of maintaining agent records without losing control over the flow of daily material.

c. Judgment: I must decide what action should be taken on all KUMI file checks, regarding what information is to be sent to Headquarters and CHDMI.

7. Personal Work Contacts:

I must maintain close personal contact with all case officers and branch chiefs in order that I may maintain up-to-date agent records.

8. Other:

I must maintain files of all documents routed to Personality Files. Also I must resolve problems the branch chiefs or case officers may have in regard to agent records.

Also, I have recently established a 201 agent record system for the Mission and am responsible for its continual maintenance.

14-00000

CHECK LIST FOR TRAINING

Woods James S.
Name

1. Typing

2. Shorthand

3. English Usage

4. Office Practice
(Electric typewriter, filing, phones, Correspondence Manual, proofreading, office protocol.)

14-00000

SECRET

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED TO UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. WOODS	20 Feb 26		16 Feb 54

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 25 Apr 54

7. C S OR OTHER LEGAL AUTHORITY

FROM		TO
Intell. Anal. BT-469.08	8. POSITION TITLE AND NUMBER	IO(FI) EFF 602.02-5
GS-~~1124-5~~, $3410.00 p.a. GS-0132.35-5	9. SERVICE, GRADE, AND SALARY	GS-0136.51-#5, $3410.00 p.a.
DDP/FI Records Integration ~~Staff~~ DIV Processing & Records Branch Consolidation Section	10. ORGANIZATIONAL DESIGNATIONS	DDP/TE Unconventional Warfare ~~Division~~ ~~Positive Intelligence Branch~~
Washington, D.C.	11. HEADQUARTERS	
FIELD / DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	FIELD / DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer to Unvouchered Funds from Vouchered Funds.

Concur John M. Scott CHIEF, RI

B. REQUESTED BY: H. C. Clinkscale, FI Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Edward F. Mitchell FI-1 X8761

D. REQUEST APPROVED BY
Signature: Edward C. McNamara
Title: for FI/OO

13. VETERAN PREFERENCE					
NONE	WWII	OTHER, 5 PT.	10 POINT DISAB	10 POINT OTHER	
	X		X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

CD-FI

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 4-2309-20 TO: 7-3740-55-096	Yes		☐ CLAIMED ☐ PROVED STATE:

21. STANDARD FORM 50 REMARKS

Eff date okay
Spec FE-FI
16 Apr [illegible]

Conc. 26 Mar 54
16 Apr [illegible]

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL	Jm	29 Mar 54	
C. CLASSIFICATION		[illegible]	
D. PLACEMENT OR EMPL.	[illegible]	23 Mar 54	
E.			

F. APPROVED BY [illegible] D Taylor 30 Mar 54

SECRET

10—07330-8

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
James S. Woods	20 Feb 1928		1 June 1953

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Promotion

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 7 June 53

7. C. S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	Intel. Anal. BV-469.08-4		Intel. Anal. BV-469.08
9. SERVICE, GRADE, AND SALARY	GS-~~4-132~~ 132-4 $3175.00 pa		GS-~~5-132~~ 132-5 $3410.00 pa
10. ORGANIZATIONAL DESIGNATIONS	DDP/FI Records Integration ~~Division~~ STAFF Processing & Records Branch Consolidation Section		DDP/FI Records Integration ~~Division~~ STAFF Processing & Records Branch Consolidation Section
11. HEADQUARTERS	Washington, D.C.		Washington, D.C.
12. FIELD OR DEPARTMENTAL	[ ] FIELD [X] DEPARTMENTAL		[ ] FIELD [X] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Subject has been in grade since ~~21 April~~ 17 Aug 1952.

B. REQUESTED BY (Name and title)
JOHN M. SCOTT, Chief, RI [signature]

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
2510

D. REQUEST APPROVED BY
Signature: Edward C. McHamara
Title: Ar. FI/PO

13. VETERAN PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5 PT.	10 POINT DISAB	10 POINT OTHER	NEW	VICE	I. A.	REAL.

CD-FI

15. SEX	16. RACE	17. APPROPRIATION FROM: TO:	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

✓

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	OCD	4 June	
E.			

F. APPROVED BY Orville A. Dawson 4 June 1953

16—57130-3

Mr. James S. Woods 25 1 June 1953

Washington, D. C.
Intel. Anal. FI/RI

GS-4 BV-469.08
GS-5 GS-4

BV-469.08
GS-5

High School Graduate, 2 years of Business College

Treasury Dept., Accounting Clerk, GS-2, May 1950 to Jan. 1952
GS-3, Jan. 1952 to April 1952

OSO/RI, File Section, File Clerk, GS-3, 21 April 1952 to 17 Aug. 1952
GS-4, 17 Aug. 1952 to 16 March 1953
DDP/FI/RI, Consolidation Section, Mail & File Clerk, GS-4, 16 March 1953 to present

Chief, RI

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
James S. Woods	20 Feb 1928		15 Apr 53

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 26 Apr 53

7. C S OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	Mail & File Clerk BV-364.08		Intel. Anal. BV-469.08-4
9. SERVICE, GRADE, AND SALARY	GS-4-305 $3175.00 pa		GS-4-132 $3175.00 pa
10. ORGANIZATIONAL DESIGNATIONS	DDP/FI/RI Processing & Records Branch Consolidation Section		DDP/FI/RI Processing & Records Branch Consolidation Section
11. HEADQUARTERS	Washington, D.C.		Washington, D.C.
12. FIELD OR DEPARTMENTAL	☐ FIELD ☒ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
Position BV-364.08 has been deleted from the T/O.

B. REQUESTED BY (Name and title)
JOHN M. SCOTT, Chief, RI *John M. Scott*

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

D. REQUEST APPROVED BY
Signature: *Edward C. McNamara*
Title: *C/FI/OO*

13. VETERAN PREFERENCE

NONE	WWII	OTHER	S-PT.	10-POINT DISAB	10-POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.

15. SEX
16. RACE
17. APPROPRIATION FROM: *1-X2 1 00* *2319-00* TO: *2319-20*
18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL		
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.	OCD	20 April
E.		

REMARKS:

F. APPROVED BY *Orville D. Dawson 20 Apr 1953*

10—57835-2

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
James S. Woods	20 Feb 1928		2 March 53

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 15 Mar 53

7. C. S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
File Clerk BV-356	8. POSITION TITLE AND NUMBER	Mail & File Clerk BV-364.08
GS-4-305 $3175.00 pa	9. SERVICE, GRADE, AND SALARY	GS-4-305 $3175.00 pa
DD/P/FI/RI Processing & Records Branch File Section	10. ORGANIZATIONAL DESIGNATIONS	DD/P/FI/RI Processing & Records Branch Consolidation Section
Washington, D.C.	11. HEADQUARTERS	Washington, D.C.
[ ] FIELD [X] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[ ] FIELD [X] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

From BV-356 to BV-364.

B. REQUESTED BY (Name and title)
JOHN M. SCOTT, Chief, RI [signature]

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

D. REQUEST APPROVED BY:
Signature: Edward C. McNamara
Title: for FI/PO

13. VETERAN PREFERENCE

NONE	WWII	OTHER	SPT.	10 POINT DISAB.	10 POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL

15. SEX | 16. RACE | 17. APPROPRIATION FROM: TO: 2309-20 | 18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) | 19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) | 20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL		
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.		
E.		

REMARKS.

F. APPROVED BY James H. Pr[illegible] 3/6/53

13—57320-8

14-00000

PERSONN... ACTION REQUEST

REGISTER NO.

NAME	REQUESTED EFFECTIVE DATE
James S. Woods	17 Aug
NATURE OF ACTION: Promotion	WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:

	FROM	TO
TITLE	File Clerk X-39.04	File Clerk X-102.22
GRADE AND SALARY	GS-3-305 $2950.00 per annum	GS-4-305 $3175.00 per annum
OFFICE	OSO	OSO
DIVISION	RI	RI
BRANCH AND SECTION	Processing & Records Branch File Section	Analysis & Operations Branch Service & Correspondence Section
OFFICIAL STATION	Washington, D.C.	Washington, D.C.
	DEPARTMENTAL [X] FIELD [ ]	DEPARTMENTAL [X] FIELD [ ]

REMARKS:

From X-39.04 to X-102.22

Subject has been in grade since 21 April 1952.

Approved: John M. Scott

31 July 52 Chief, RI

RECOMMENDED:

4 23 52 (DATE)

(SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF OR ADM. OFFICER)

FOR USE OF PERSONNEL ONLY

PLACEMENT

DATE QUALIFICATIONS APPROVED

CLEARANCE REQUESTED		CLEARANCE APPROVED	
DATE	TYPE	DATE	TYPE

DATE | SIGNATURE

CLASSIFICATION

BUREAU NO.	C. S. C. NO.	DATE APPROVED

NEW	VICE	I. A.	REAL

DATE 8/13/52 SIGNATURE Thomas M. Kathn

EFFECTIVE DATE

TRANSACTIONS AND RECORDS

APPROPRIATION: 1/1X2/00

ALLOTMENT: 2309-00

C. S. C. AUTHORITY: Sch. A 6.1(6)

DATE 8-14-52 SIGNATURE B. Leidy

PERSONNEL RELATIONS

DATE | SIGNATURE

APPROVALS [ ] SUBJECT TO SECURITY CLEARANCE

DATE | SIGNATURE OF EXECUTIVE

DATE 7 Aug 52 | SIGNATURE OF DIVISION CHIEF

FORM NO. 37-3
JUL 1950

U. S. GOVERNMENT PRINTING OFFICE

14-00000

21. To: RELEASING ORGANIZATION—You are requested to furnish promptly the leave data on

From 11 May 1950 to 19 April 1952
Fiscal Acct. Clerk GS - 3 $2950.00 per annum
SUPERVISOR: Miss Ryan
U.S. Treasury Department
Pennsylvania Avenue
Washington, D.C.
PLEASE FORWARD FILE AND LEAVE RECORD TO:

WOODS, JAMES S.
(NAME OF EMPLOYEE)

File

NOTE

If this address is not the correct one to which future inquiries should be mailed, be sure to insert the correct address under item 20a.

FOLD HERE FOR MAILING IN WINDOW ENVELOPE

10—61956-1

22. Return to: EMPLOYING ORGANIZATION

FORWARD OFFICIAL PERSONNEL FOLDER TO
R. H. J. HOPKINS,
CENTRAL INTELLIGENCE AGENCY
2430 E STREET, N. W.
WASHINGTON 25, D. C.

To: RELEASING ORGANIZATION—You are requested to furnish promptly the leave data on

FROM 11 May 1950 to April 1952
Fiscal Acct. Clerk GS 3 $2950.00
U.S. Treasury Dept.
15th & Penna. Ave N.W.
Washington D.C.

James S. Woods
(NAME OF EMPLOYEE)

NOTE

If this address is not the correct one to which future inquiries should be mailed, be sure to insert the correct address under item 18a.

FOLD HERE FOR MAILING IN WINDOW ENVELOPE

10-61956-9 GPO

Return to: EMPLOYING ORGANIZATION

George E. Meloon
2430 E Street N.W.
Washington D.C.

SF 1150 was forwarded by your office in May 1952. Since this copy has been detached from our files it is requested that you forward a copy of same to the address at left.

7/15 P.S.L

14-00000

ENTRANCE ON DUTY NOTICE

1. TO	2. DATE
OSO RI	22 April 1952

Notice of Final Processing of Applicant for Entrance on Duty

3. NAME	4. ENTRANCE SALARY
Jeane E. Woods	$2950.00
5. TITLE	6. GRADE
T - File Clerk	GS — 3

The applicant named in item 3 above meets all standards for full employment with CIA. Signed clearance for entrance on duty has been received from Inspection and Security and made a part of the personnel file of this individual. Effective this date he/she is assigned to duty with your office.

Full – 26 March 1952
Int. – 23 April at 1:00 P.M.

POSTED
APR 30 1952

Frank C. Jarema
PERSONNEL OFFICER

FORM NO. 37-114
JAN 1952

(4)

14-00000

Date APR 4 1952

MR. JAMES WOODS
3505 MINN. AVE, SE
CITY

Dear MR WOODS,

Your employment has been approved by this Agency at $2950 per annum, subject to the satisfactory completion of additional processing on the day you enter on duty. It is requested that you report to the Receptionist, East End of Temporary "I" Building located at 17th and Independence Avenue, S. W., at 8:30 a.m. as soon as possible.

Please advise Mrs. Brown, 2430 "E" Street, N. W., by telephone, Executive 6115, Extension 3693 of your exact reporting date.

Sincerely yours,

EJS APR 4 - 1952

FRANK J. JAREMA
Personnel Division

Subject telephoned: 4-5-52 ; spoke with EJS
(date)

Subject will EOD 21 Apr 52 - Now w/ Treasury

SUBJECT WILL NOT EOD; (Reason) Release obtained

Del ma 4/8

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

22 March 1952

Mr. James S. Woods
3505 Minnesota Avenue, S. E.
Washington, D. C.

Dear Mr. Woods:

In reference to your application for employment, this letter is to assure you that the processing of your papers as a GS-3, $2950 per annum is being continued by this agency. A definite offer of employment cannot be made, however, until such time as all processing has been completed.

The processing is a rather lengthy one; but when further information is available, we shall get in touch with you immediately.

In the meantime, it would be appreciated if you would advise us of any change in your present status, such as change of address, etc.

Your continued interest and patience are appreciated.

Very truly yours,

FRANK G. JANEMA
Personnel Division

OUTGOING CLASSIFIED MESSAGE

PAGE NO ....

CENTRAL INTELLIGENCE AGENCY

DATE: 5 Mar 52

ROUTINE ☐ PRIORITY ☐ URGENT ☐

(ORIGINATING OFFICER) (PHONE EXTENSION)

FROM: PDC

TRANSMIT TO:
MR. JAMES WOODS
~~2817 CONNECTICUTT AVE., N. W.~~
WASHINGTON, D. C.

re new address on route sheet

(CLASSIFICATION)

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

TELEGRAM - NIGHT LETTER

EMPLOYMENT APPROVED THIS AGENCY $ 2750 PER ANNUM, SUBJECT SATISFACTORY COMPLETION OF ADDITIONAL PROCESSING. DESIRE REPORT SOONEST POSSIBLE RECEPTIONIST, EAST END TEMPORARY "I" BUILDING, 17TH AND INDEPENDENCE AVENUE, SOUTHWEST, WASHINGTON, D. C. AT 8:30 A.M. ADVISE MRS. BROWN 2430 "E" STREET NORTHWEST, BY COLLECT NIGHT LETTER OR COLLECT PHONE, EXECUTIVE 6115, EXTENSION 3698 THE EXACT REPORTING DATE.

Is now a GS-3 (clerical PHS) won't take a GS-2.
[illegible] 8 March

Frank G. Jarema
FRANK G. JAREMA

RELEASING OFFICER | COORDINATING OFFICERS | AUTHENTICATING OFFICER

CLASSIFICATION

FORM NO. 35-7 JUN 1948

14-00000

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

20 February 1952
In reply refer to ED-4

Mr. James Woods
2317 Conn. Avenue N. W.
Washington D. C.

Dear Mr. Woods:

This is to advise that actual processing of your application for employment with this Agency has been initiated. Specific details as to the type of appointment and salary will be contained in subsequent correspondence. Please direct all future correspondence to the undersigned.

If applicable, the attached form should be completed and returned within two weeks. Thank you for your prompt attention to this matter.

Very truly yours,

Personnel Division

Enclosure
2 [illegible]
1 Append
1 [illegible]
Please forward three passport size photographs at your earliest convenience.
[illegible]

14-00000

CERTIFICATE OF ATTENDANCE

I certify that on APR 28 1952 (DATE) I have attended the Agency Indoctrination Course specified by Regulation 25-1.

James S. Woods
(NAME)

FORM NO. 51-121
DEC 1951 (6)

384

File
WD

FORM NO. 37-115
MAY 1950

TO: Medical Division

FROM: Transactions & Records

SUBJECT: Woods., James S.

Request that above named subject be given a physical examination.

POSITION: , File Clerk

GRADE: GS - 3

BRANCH: CSO RI

SERVICE: DEPT.

NATURE OF APPOINTMENT: EXC.

OK

BETTY DACEY
T BLDG.

FORM NO. 37-115
MAY 1950

PERSO L ACTION REQUEST

REGISTER NO.

NAME: James S. WOODS	REQUESTED EFFECTIVE DATE: APR 21 1952
NATURE OF ACTION: Excepted Appointment	WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:

	FROM	TO
TITLE		File Clerk X-39.04-2
GRADE AND SALARY		GS-305-3 $2950.00
OFFICE	F. C. 26 March 52	OSO
DIVISION		RI
BRANCH AND SECTION		Processing and Records Branch File Section
OFFICIAL STATION		Washington, D.C.
	DEPARTMENTAL ☐ FIELD ☐	DEPARTMENTAL ☒ FIELD ☐

REMARKS:

(To P-39.04) [illegible]

Approved: John M. Scott
Chief, RI
15 FEB 1952

#57

In Status 4-28-52

RECOMMENDED:

15 Feb '52 (DATE) — Grace L. Greene (SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF, OR ADM. OFFICER)

FOR USE OF PERSONNEL ONLY

PLACEMENT		TRANSACTIONS AND RECORDS	
DATE QUALIFICATIONS APPROVED	James H. Powell	APPROPRIATION	2123900
CLEARANCE REQUESTED	CLEARANCE APPROVED	ALLOTMENT	3009
DATE / TYPE	DATE / TYPE	C.S.C. AUTHORITY	Sch A Ca. 116 (B)
DATE / SIGNATURE		DATE SIGNATURE: 21 Apr 52	SIGNATURE: Margaret C. Deasy
CLASSIFICATION		PERSONNEL RELATIONS DATE	SIGNATURE: [illegible]
BUREAU NO. / C.S.C. NO. / DATE APPROVED		APPROVALS DATE	SUBJECT TO SECURITY CLEARANCE / SIGNATURE OF EXECUTIVE
NEW / VICE / L.A. / REAL.			
DATE: 27 Feb.	SIGNATURE: Winifred E. Bailey	DATE: 4 Mar 52	SIGNATURE OF APPROVING OFFICER: R. G. Goodhart
EFFECTIVE DATE			

FORM NO. 37-3
JUL 1950

U. S. GOVERNMENT PRINTING OFFICE

CONFIDENTIAL

SECURITY INFORMATION

REQUEST FOR SECURITY CLEARANCE

REQUEST NO. H-2007A

DATE [illegible]

FULL NAME (Last)	(First)	(Middle)	YEAR OF BIRTH
[illegible],	JAMES	[illegible]	1928

POSITION TITLE	GRADE	CODE
FILE CLERK	GS-3	

LOCATION (OFFICE)	CODE	DIVISION	CODE	BRANCH	CODE
[illegible]		RI		[illegible]	

GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)

W., D.C.

TYPE OF EMPLOYEE 1. [X] REGULAR 2. [ ] CONTACT 3. [ ] CONSULTANT 4. [ ] MILITARY 5. [ ] OTHERS:

FUNDS [X] VOUCHERED [ ] UNVOUCHERED

TYPE(S) OF SECURITY CLEARANCE REQUESTED

[X] PROVISIONAL FOR: (Show name of pool or group) D ST. POOL

[X] SECRET

[X] FULL

[ ] WAIVER

AVAILABILITY DATE (Da-Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE	CODE
			01

SEX AND VETERAN STATUS 1. [X] M-V 2. [ ] M-NV 3. [ ] F-V 4. [ ] F-NV

REMARKS:

SECURITY INITIATED BY [illegible]. SUPERSEDES ACTION OF 1/5/52.
CHANGE OF OFFICE, DIVISION & BRANCH.

Attachments:
PHS
Append. I ______
Photos. ______

FRANK O. [illegible]
SIGNATURE

[illegible]
DIVISION

FORM NO. 37-103
JAN 1951

(4)

14-00000

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Jorama

FROM :

DATE: 8 Feb. 1952

SUBJECT: WOODS, JAMES

In process as GS 2 Clerk. He wants accounting clerk eventually, but there are no openings at present, & we have two other - better qualified - accounting clerks in process in reserve at present.

Possibility for microfilm trainee?

[signature]

14-00000

p.0 12-26

MP

2817 Conn. Ave. N.W.

January 12, 1952

Dear Sir:

I received your letter dated January 5, stating that I was to inform you of any changes in my present status.

I am now a grade GS 2 with an one year increase. I am now being considered for a grade GS 3 in the Treasury Dept. I assure you, this does not lesson my zeal to get in the C.I.A.

I would like to know if your Agency would transfer or consider me for appointment at a grade GS 3.

Sincerely yours,

James Sabaola

REQUEST FOR SECURITY CLEARANCE

CONFIDENTIAL

REQUEST NO.	11-2007
DATE	1/5/52

FULL NAME (Last)	(First)	(Middle)	YEAR OF BIRTH
WOODS	JAMES	GAUVIN	1928

POSITION TITLE	GRADE	CODE
Clerk	GS-2	

LOCATION (OFFICE)	CODE	DIVISION	CODE	BRANCH	CODE
Personnel		Personnel (O)		Personnel Pool	

GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)

Washington, D. C.

TYPE OF EMPLOYEE 1. [XX] REGULAR 2. [ ] CONTACT 3. [ ] CONSULTANT 4. [ ] MILITARY
5. [ ] OTHER:

FUNDS

[XX] VOUCHERED [ ] UNVOUCHERED

TYPE(S) OF SECURITY CLEARANCE REQUESTED

[XX] PROVISIONAL POOL (Show name of pool or group)

D. Street Pool

[XX] SECRET

[XX] FULL

[XX] WAIVER

AVAILABILITY DATE (Da-Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE	CODE
			01

SEX AND VETERAN STATUS 1. [ ] M-V 3. [ ] F-V
2. [XX] M-NV 4. [ ] F-NV

REMARKS:

Morris 1-17-52

Attachments:
PHS
Append. I — 1
Photos. — 1

CONFIDENTIAL

JOSEPH D. RAGAN *LO*
Chief, Personnel Division
DIVISION

FORM NO. 37-104
JUN 1951

SECURITY INFORMATION

(8)

5 January 1952

Mr. James S. Woods
2017 Conn. Ave. N. W.
Washington, D. C.

Dear Mr. Woods:

You are being considered for employment with the Central Intelligence Agency at grade GS-2, salary $2750.00 per annum.

The appointment, if offered, will be temporary indefinite in nature. Processing procedures require about 30 days to complete. Unless you are notified to the contrary during this period, you may assume that you are being actively considered for employment. Upon completion of this processing, we will contact you immediately.

In the meantime, it would be appreciated if you will keep us advised of any changes in your present status, such as change of address, etc.

Please let us know immediately if during the interim you find that you will not be able to accept employment with this organization.

Very truly yours,

Joseph B. Ragan
Chief, Personnel Division

14-00000

CONFIDENTIAL

REQUEST FOR SECURITY CLEARANCE

SECURITY INFORMATION

REQUEST NO.	
DATE	4 JAN. 1952

FULL NAME (Last) (First) (Middle)	YEAR OF BIRTH
WOODS, JAMES SAUVIE	1928

POSITION TITLE	GRADE	CODE
CLERK	GS 2	

LOCATION (OFFICE)	CODE	DIVISION	CODE	BRANCH	CODE
POOL					

GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)

TYPE OF EMPLOYEE 1. [✓] REGULAR 2. [ ] CONTACT 3. [ ] CONSULTANT 4. [ ] MILITARY 5. [ ] OTHER:

FUNDS [✓] VOUCHERED [ ] UNVOUCHERED

TYPE(S) OF SECURITY CLEARANCE REQUESTED

[✓] PROVISIONAL FOR: (Show name of pool or group)

[✓] SECRET
[✓] FULL
[ ] WAIVER

AVAILABILITY DATE (Da-Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE	CODE
asap			01

SEX AND VETERAN STATUS 1. [✓] M-V 2. [ ] M-NV 3. [ ] F-V 4. [ ] F-NV

REMARKS:

89 to Med. Sec 1/5

Attachments:
FHS
Append, I ______
Photos. ______

CONFIDENTIAL
SECURITY INFORMATION

[signature]
SIGNATURE

DIVISION

FORM NO. 37-104
JUN 1951 (9)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : File

DATE: 3 January 1952

FROM :

SUBJECT: James S. Woods

1. Contacted Treasury Dept. this date and Employee Relations Officer stated that subject had no efficiency ratings since he had not been there long enough before being granted military furlough and after his discharge. However, she stated that Mr. Woods had been a very satisfactory employee and there was nothing derogatory in his file.

L. E. BLAIS

14-00000

CONFIDENTIAL

REPORT OF INTERVIEW		THIS DATE 18 Dec. 51
NAME: James Sauvie Woods		REFERRED BY:
HOME ADDRESS: 2817 Conn. Ave., N. W. Wash., D. C.		TELEPHONE: AD 8430
BUSINESS ADDRESS: Treasury		TELEPHONE: EX 6400 x2612
DATE OF BIRTH: 2:20:1928	PLACE OF BIRTH: Forest River, N. D.	CITIZENSHIP (HOW ACQUIRED): US
NAME OF SPOUSE: none - no expectations		
DATE OF BIRTH:	PLACE OF BIRTH:	CITIZENSHIP (HOW ACQUIRED):
SALARY REQUESTED: GS-2	NO. OF DEPENDENTS: none	INTERVIEWER: WM. J. BINGHAM

EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, EXTRA-CURRICULAR ACTIVITIES)

Hadlich's Bus. Sch. Diploma in jr. accounting

MAJOR EMPLOYMENT HISTORY (PRINCIPAL OCCUPATION, SPECIAL SKILLS, SALARY LEVELS)

Present- Treasury Dept. L/A attached

MILITARY OCCUPATION (RANK, SERIAL NO., DATES OF SERVICE, DUTIES AND AREAS)

Oct 3, 1946 Apr 12, 1948

Oct 19, 1950 Aug 7, 1951

Pfc (Infantry)

FORM NO. 37-117
JAN 1951

CONFIDENTIAL

(4-11)

14-00000

CONFIDENTIAL

AREA KNOWLEDGE (RESIDENCE OR STUDY.

Japan, Korea (US Army) No 10-9

LANGUAGE FACILITY

None

EVALUATION AND RECOMMENDATIONS (BE COMPLETE AND JUSTIFY DECISIONS, NOTE ANY UNFAVORABLE CIRCUMSTANCES.)

A CLEAN CUT, BRIGHT EYED, EAGER YOUNGSTER, VERY AMBITIOUS BUT HAS HAD LIMITED EXPERIENCE. HE WOULD LIKE TO GET INTO ACCOUNTING, BUT HE HAS HAD ONLY BASIC ACCOUNTING AND HAS NEVER HAD A JOB IN ACCOUNTING TO TEST HIM. HE IS WILLING TO TAKE A CLERK JOB IF HE WILL GET A ~~CLEARANCE~~ CHANCE AT ACCOUNTING. WILL GO O/S. FEELS HE IS BLOCKED IN HIS JOB IN TREASURY DEPT. SINCE HE WILL COME AS A GS-2, I WOULD TAKE A CHANCE ON ~~HO~~ HIM IF HIS TESTS SHOW ANYTHING ENCOURAGING. HE EXPECTS TO ENTER STRAYERS COLLEGE OF ACCOUNTING (NIGHT) IN FEBRUARY. DOES NOT DESIRE POOL. SUGGEST MISS MC KENNEY LOOK HIM OVER. FORMS ATTACHED. HAS BEEN SCHEDULED FOR GS-4 CLERK-ACCT. TEST ON 20 DECEMBER.

FORMS GIVEN: [ ] PHS [ ] MEDICAL [ ] RESERVE

WILLIAM J. BINGHAM
SIGNATURE OF INTERVIEWER

CONFIDENTIAL

14-00000

MEMORANDUM TO: Personnel Division
Central Intelligence Agency
2430 "E" Street, N. W.
Washington, 25, D. C.

DEC 3 1951

SUBJECT: Availability of James S. Woods

1. This is to advise you that no objection is interposed to your consideration of the application for employment of the above-named individual who is presently employed by this office.

2. In the event this employee is accepted by your Agency, it is requested that the individual named below be contacted relative to the effective date of his ~~transfer~~ release.

(Signature)

Acting Personnel Officer
(Title)

Bureau of Accounts
Treasury Department
(Agency)

Contact for further information:

Frances C. Murphy
(Name) Employee Relations Officer

Code 172, Extension 2628
(Telephone)

14-00000

SECERT

SECRET

REPRODUCTION MASTERS

SECRET

BIOGRAPHIC

BIOGRAPHIC PROFILE

SECRET

Handle With Care

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE	12 May 1975
FILE NO.	2542
SS NUMBER	502-16-6806
EMPLOYEE NUMBER	010032
ID CARD NUMBER	

TO: (check)
- X CHIEF, CONTROL DIVISION, OP
- CHIEF, CONTRACT PERSONNEL DIVISION, OP
- X CHIEF, OPERATING COMPONENT (For action) CCS

ATTN: CHIEF ADMIN STAFF

REF: VERBAL REQUEST

OFFICIAL COVER: ESTABLISHED / X DISCONTINUED

SUBJECT: WOODS, James S.

UNIT:

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS
BASIC COVER PROVIDED EFFECTIVE DATE ______	EFFECTIVE DATE: EOD
OPERATIONAL COVER PROVIDED FOR ______ TDY ______ OTHER (Specify)	X SUBMIT FORM 3254 CIA W-2 TO BE ISSUED. (HHB 20-11)
SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ______ (HHB 20-7)	X SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY 2 (HHB 20-7)
SUBMIT FORM 3254 ______ (HHB 20-11)	EAA: CATEGORY I / X CATEGORY II
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2e)	X RETURN ALL OFFICIAL DOCUMENTATION TO CCS
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2e)	X SUBMIT FORM 24 ... CIA
EAA. CATEGORY I / CATEGORY II	DO NOT ... THIS ...
SUBMIT FORM 2688 FOR ______ HOSPITALIZATION CARD	

THIS MEMO MUST REMAIN ON TOP OF FILE

REMARKS AND/OR COVER HISTORY

Apr52-Aug54	HQS/Overt
Aug54-Nov56	Korea and Japan/DAC
Nov56-Aug57	HQS/Overt
Aug57-Feb59	Philippines/DAFC
Feb59-Mar61	HQS/DAFC
Mar61-Jan67	Japan/DAC
Jan67-Oct68	HQS/STATE-NOM
Oct68-Nov70	London/DAC
Nov70-Jun71	HQS/DAC
Jun71-Aug73	Rome-STATE-NOM
Aug73-Present	Overt

COPY 1 - CD or CPD
COPY 2 - OPERATING COMPONENT
COPY 3 - OS/SRACD
COPY 4 - OC-CO/TFB
COPY 5 - CCS-FILE

EDF:JP

[signature]

CHIEF, OFFICIAL COVER BRANCH, COVER AND COMMERCIAL STAFF

FORM 1-74 1551 USE PREVIOUS EDITION

SECRET

E2 IMPDET CL BY 0/7622

(13-20-43)

14-00000

SECRET

NOTIFICATION OF [illegible]HMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

FILE NO.

SS NUMBER

EMPLOYEE NUMBER

ID CARD NUMBER

TO: (Check)

- CHIEF, CONTROL DIVISION, OP
- CHIEF, CONTRACT PERSONNEL DIVISION, OP
- CHIEF, OPERATING COMPONENT (For action)

ATTN:

REF:

OFFICIAL COVER — ESTABLISHED / DISCONTINUED

SUBJECT

UNIT

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:
☐ BASIC COVER PROVIDED EFFECTIVE DATE ______	SUBMIT FORM 3254 ______ W-2 TO BE ISSUED. (HHB 20-11)
☐ OPERATIONAL COVER PROVIDED FOR ______ TO ______ (SPECIFY)	SUBMIT FORM 642 TO CHANGE TELEPHONE LIMITATION CATEGORY ______ (HHB 20-7)
SUBMIT FORM 642 CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ______ (HHB 20-7)	EAA: CATEGORY I ☐ CATEGORY II ☐
SUBMIT FORM 3254 ______ TO BE ISSUED. (HHB 20-11)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2e)	SUBMIT FORM 2688 FOR ______ HOSPITALIZATION CARD.
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2e)	DO NOT WRITE IN THIS BLOCK
EAA. CATEGORY I ☐ CATEGORY II ☐	
SUBMIT FORM 2688 FOR ______ HOSPITALIZATION CARD	

REMARKS AND/OR COVER HISTORY

DISTRIBUTION:
COPY 1 - CD or CPD
COPY 2 - OPERATING COMPONENT
COPY 3 - OS/SH&CD
COPY 4 - OL/TFB
COPY 5 - CCS-FILE

James [illegible] Franklin

CHIEF, OFFICIAL COVER; CENTRAL COVER STAFF

FORM 1551 USE PREVIOUS EDITION

SECRET

E2 IMPDET CL BY 007622

14-00000

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE: 10 May 1971

FILE NUMBER: 2542

EMPLOYEE NUMBER: 010032

ID CARD NUMBER:

TO: (Check)

X	CHIEF, CONTROL DIVISION
	CHIEF, CONTRACT PERSONNEL DIVISION
X	CHIEF, OPERATING COMPONENT (For action) EUR

ATTN: EUR/Chief Support Staff

REF: Form 1413 dated 6 May 1971

OFFICIAL COVER: X BACKSTOP ESTABLISHED / DISCONTINUED

SUBJECT: WOODS, James S.

UNIT: Department of State

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-800-11)	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-800-11)
A. TEMPORARILY FOR ______ DAYS EFFECTIVE DATE ______ B. CONTINUING AS OF From EOD	DATE
X SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)
X ASCERTAIN THAT State W-2 BEING ISSUED. (HHB 20-11)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
X SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-2e)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
X SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2e)	
SUBMIT FORM 2688 FOR ______ HOSPITALIZATION CARD	

REMARKS AND/OR COVER HISTORY

Apr 52 - Aug 54 - Headquarters - Overt
Aug 54 - Nov 56 - Korea/Japan - DAC
Nov 56 - Aug 57 - Headquarters - Overt
Aug 57 - Feb 59 - Philippines - DAFC
Feb 59 - Mar 61 - Headquarters - DAFC
Mar 61 - Jan 67 - Japan - DAC
Jan 67 - Oct 68 - Headquarters - Nom State
Oct 68 - Nov 70 - London - DAC
Nov 70 - June 71 - Headquarters - DAC
June 71 - Rome - Nom State

DISTRIBUTION: COPY 1 - CD
COPY 2 - OPERATING COMPONENT
COPY 3 - D/OS
COPY 4 - OL/TELEWC
COPY 5 - OF
COPY 6 - CCS - FILE

RF:km

[signature] James A. Franklin

CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

FORM 12-70 1551 USE PREVIOUS EDITION SECRET (13-20-43)

SECRET

NOTIFICATION OF ESTA[illegible]SHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE: 12 November 1970

FILE NUMBER: 2542

EMPLOYEE NUMBER: 10032

ID CARD NUMBER: [illegible]AG-542

TO: (Check)

X	CHIEF, RECORDS AND CONTROL
	CHIEF, CONTRACT PERSONNEL DIVISION
X	CHIEF, OPERATING COMPONENT (For action)

ATTN: EUR/ Chief Support Staff

REF: Form 1322

OFFICIAL COVER: X BACKSTOP ESTABLISHED / DISCONTINUED

SUBJECT: WOODS, James S.

UNIT: Records Analysis Group

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

X ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPN 20-800-11)	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPN 20-800-11)
A. TEMPORARILY FOR ______ DAYS EFFECTIVE DATE COB ______ B. CONTINUING AS OF COB Aug 57	DATE (as of COB)
X SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)
X ASCERTAIN THAT Army W-2 BEING ISSUED. (HHB 20-11)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
X SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-2e)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
X SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2e)	
SUBMIT FORM 2688 [X] FOR HOSPITALIZATION CARD	

REMARKS AND/OR COVER HISTORY

Apr 52-Aug 54 Hqs Overt
Aug 54-Nov 56 Korea and Japan DAC
Nov 56-Aug 57 Hqs Overt
Aug 57-Feb 59 Philippines DAFC
Feb 59-Mar 61 Hqs DAFC
Mar 61-Sep 66 Japan DAC and DAFC
Sep 66-Jan 67 Hqs State Nom
Jan 67-Oct 68 Vietnam State Nom.
Oct 68-Nov 70 England DAC
Nov 70 Hqs DAC

DISTRIBUTION: COPY 1 - RCD; COPY 2 - OPERATING COMPONENT; COPY 3 - [illegible]; COPY 4 - [illegible]; COPY 5 - [illegible]; COPY 6 - [illegible]

HC/pt

James H. Franklin
CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

FORM 1551 USE PREVIOUS EDITION

SECRET

14-00000

SECRET

6 Mar 59

File: 2542

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : James Sauvie WOODS

1. Cover arrangements xxxxxxxxxxxxxxxxxxxxx have been completed for the above-named Subject.

2. Effective as 5 Mar 1959, it is requested that your records be properly blocked xxxxxxxx to deny xxxxxxxxx Subject's current Agency employment to an external inquirer.

3. This memorandum confirms an oral request of 6 Mar 59 by Mr. E. C. Davies, Room 1608 "L" Building, Extension 2420.

Paul P. Stewart
for HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS

SECRET REMAIN

FORM 1580a FILE (4-12-40)

SECRET

DEC 5 1956
(Date)

MEMORANDUM FOR: Chief, Records & Services Division
Office of Personnel

THROUGH : Security Support Division
Office of Security

SUBJECT : James S. WOODS

1. Cover arrangements have been completed for the above named subject who will be visiting a foreign country for a ________ day TDY trip.

2. Effective this date, it is requested that your records be properly (XXXXXXX) (re-opened) to (XXXX) (acknowledge) subject's current Agency employment by an external inquirer.

for JOSEPH M. ADAMS
Chief, Official Cover & Liaison, CCB

CC: SSD/OS

THIS CARD MUST REMAIN ON TOP OF FILE

SECRET

SECRET
(When Filled In)

EMR 080878

NOTIFICATION OF PERSONNEL ACTION

OFF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM	08 04 78	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
					8026 3430 0000	PL 88-643 SEC 233

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/IMS INFORMATION MGMT AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OFF NE	CG45	DCC

14. CLASSIFICATION SCHEDULE (GS, WG, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	13 2	26889

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hours Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
45	10					02 20 28		

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 5 - NONE; CODE)	31. SEPARATION DATA CODE	32. Correction/Cancellation Data (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ NO	34. SEX
			0BJ0000				

35. VET PREFERENCE (CODE: 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV COMP DATE (MO DA YR)	37. LONG COMP DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RES, PROV, TEMP; CODE)	39. FEGLI - HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 3 YRS, 3 - BREAK IN SERVICE MORE THAN 3 YRS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

ULS

FORM 1150 5-74 Mfg 10-74 — Use Previous Edition

SECRET

E2 IMPDET CL BY 007622

14-00000

053078

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCE

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	04 09 78	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
					8026 3430 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/IMS INFORMATION MGMT AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OFF NE	C845	DCC

14. CLASSIFICATION SCHEDULE (GS, WG, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	13 2	26889

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	53740	IMS 75013			1	02 20 28		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data		33. SECURITY REQ NO	34. SEX
					BOD DATA		

35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

FROM: NE

SECRET

14-00000

SECRET
(When Filled In)

OCF B

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	03 12 78	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
					8033 4800 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OFF	CG45	DCC

14. CLASSIFICATION SCHEDULE (GS, WG, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	13 2	26889

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	46075	NE	75013		1	03 20 28	03 12 78	03 12 78

28. LIE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 4 - NONE; CODE)	31. SEPARATION DATA CODE	32. Correction/Cancellation Data (TYPE; MO DA YR)		33. SECURITY REQ NO	34. SEX
					EOD DATA		

35. VET PREFERENCE (CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV COMP DATE (MO DA YR)	37. LONG COMP DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP; CODE)	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 3 YRS, 3 - BREAK IN SERVICE MORE THAN 3 YRS)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO-TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

MAR 1978 22 [signature]

FORM 1150 Use Previous Edition
5-74 Mfg 10-74

SECRET

E2 IMPDET CL BY 007622

14-00000

1 SERIAL NO	2 NAME	3 ORGANIZATION	4 FUNDS	5 LWOP HOURS
010032	ROLL S JAMES			

6 OLD SALARY RATE				7 NEW SALARY RATE				8 TYPE ACTION		
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	EFFECTIVE DATE	WGI	QSI	ADJ.
12	6	24070	11/23/75	12	5	24799	11/20/			

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [signature] DATE 15 Sept 1977

- [ ] NO EXCESS LWOP
- [ ] IN PAY STATUS AT END OF WAITING PERIOD
- [ ] LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS FILM JAMES AUDITED BY [initials]

FORM 10-73 560E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

Nov 15 3 15 PM '77

LJF 110977

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND CANCELLATION OF NSCA	07 11 77	REGULAR

6. FUNDS	V TO V / CF TO V	V TO CF / CF TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
			3033 4801 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OFF	CG45	DCC

14. CLASSIFICATION SCHEDULE (GS, WG, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	12 4	24070

18. REMARKS
THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 10/09/77.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	46075 NE	75013		1	02 20 28		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 5 - NONE)	31. SEPARATION DATA CODE	32. Correction Cancellation Data	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET PREFERENCE (0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP)	39. FEGLI / HEALTH INSURANCE (0 - WAIVED, 1 - YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)

FROM: CCS

SIGNATURE OR OTHER AUTHENTICATION

POSTED
NOV 18 1977

FORM 1150 5-74 Mfg 10-74 — Use Previous Edition

SECRET

E2 IMPDET CL BY 007622

14-00000

A11 L20 100 045

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

NAME	ID NUMBER	ORG.	SCH-GR-STEP	NEW SALARY
WOODS JAMES S	0010032	CCS	GS 12 4	$24,070

15848

KKK: 22 JULY 76

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT - CHANGE OF HOME BASE	07 13 76	REGULAR

6. FUNDS						7. FAN AND NOCA	8. CSC OR OTHER LEGAL AUTHORITY
	X	V TO V		V TO CF		T230 0118 0002	50 USC 403 J
		CF TO V		CF TO CF			

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/CCS REGISTRY	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OFF CH	BL44	DCC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	12 4	21324

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	39115	CCS	75013		1	02 20 28		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data		33. SECURITY REQ NO	34. SEX
		1 CSC 2 CA 3 FICA 4 NONE			EOD DATA		

35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.
0 NONE 1 5 PT 2 10 PT			CAR / RSV / PROV / TEMP	0 WAIVED 1 YES; HEALTH INS CODE	

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
0 NO PREVIOUS SERVICE; 1 NO BREAK IN SERVICE; 2 BREAK IN SERVICE (LESS THAN 3 YRS.); 3 BREAK IN SERVICE (MORE THAN 3 YRS.)		FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMPTIONS	FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMP; STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150 Use Previous

SECRET

E 2 IMPDET CL BY 007622

14-00000

AEO: 13 AUG 76

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	010032
2. NAME (LAST-FIRST-MIDDLE)	WOODS JAMES S
3. NATURE OF PERSONNEL ACTION	CHANGE OF FAN
4. EFFECTIVE DATE (MO DA YR)	08 09 76
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	X V TO V
7. FAN AND NSCA	T230 0130 0002
8. CSC OR OTHER LEGAL AUTHORITY	50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS	DDO/CCS REGISTRY
10. LOCATION OF OFFICIAL STATION	WASH., D.C.
11. POSITION TITLE	RECORDS ADMIN OFF CH
12. POSITION NUMBER	BL44
13. SERVICE DESIGNATION	DCC
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0344.01
16. GRADE AND STEP	12 4
17. SALARY OR RATE	21324
18. REMARKS	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ Code	21 OFFICE CODING	22 STATION CODE	23 INTEGREE CODE	24 Health Code	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
37	10	39115 CCS	75013		1	02 20 28		

28 NTE EXPIRES · 29 SPECIAL REFERENCE · 30 RETIREMENT DATA (1 CSC, 2 CIA, 3 FICA, 4 NONE) · 31 SEPARATION DATA CODE · 32 Correction/Cancellation Data · EOD DATA · 33 SECURITY REQ NO. · 34 SEX

35 VET PREFERENCE · 36 SERV COMP DATE · 37 LONG COMP DATE · 38 CAREER CATEGORY · 39 FEGLI / HEALTH INSURANCE · 40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE · 42 LEAVE CAT CODE · 43 FEDERAL TAX DATA · 44 STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
AUG 1976

FORM 1150 Use Previous

SECRET

E 2 IMPDET CL BY 007622

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

PJCS 01/31/76

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
010032	WOODS JAMES S		
3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT	01 23 76		

6. FUNDS	V TO V	V TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	CF TO CF	6230 0118 0002	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/CCS	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
RECORDS ADMIN OF CH	EL44	DAC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	12	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

30 RDS

F. J. M. JANNEY

Form 1150B 8-72 MFG. 7-74 Use Previous Edition

SECRET

E 2 IMPDET CL BY 007622

(4-31)

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
010032	WOODS JAMES S	39 115	V	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 12	3	20678 ~~$19,643~~	11/24/74	GS 12	4	21324 ~~$20,304~~	11/23/75		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE [signature] DATE 12 Sept 1975

[X] NO EXCESS LWOP

[X] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS [illegible]

FORM 7-66 560E Use previous editions PAY CHANGE NOTIFICATION (4-51)

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11941 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	39 115	V	GS 12 4	$22,485

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	39 115	V	GS 12 3	$20,678

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)
010032	WOODS JAMES S

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT
PROMOTION	11 24 74	REGULAR

FUNDS	X	V TO V		V TO CF	7. FAN AND NSCA	8 CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	5230 0121 0002	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDC/CCS REGISTRY	WASH., D.C.

11. POSITION TITLE	12 POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OF CH	0031	DAC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0344.01	12 3	19693

18 REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ Code	21 OFFICE CODING (NUMERIC)	(ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24 Hdqtrs Code	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE (MO DA YR)	27 DATE OF LEI (MO DA YR)
22	10	39115	CCS	75043		1	02 20 28	11 24 74	11 24 74

28 NTE EXPIRES (MO DA YR)	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 5 - NONE) CODE	31 SEPARATION DATA CODE	32 Correction / Cancellation Data (TYPE, MO DA YR)	EOD DATA	33 SECURITY REQ NO	34 SEX

35 VET PREFERENCE (CODE: 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36 SERV COMP DATE (MO DA YR)	37 LONG COMP DATE (MO DA YR)	38 CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39 FEGLI / HEALTH INSURANCE (CODE: 0 - WAIVED, 1 - YES; HEALTH INS. CODE)	40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.))	42 LEAVE CAT CODE	43 FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44 STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
DEC 3 1974

FORM 1150 9-72 Mfg 8-73 Use Previous Edition

SECRET

E 2 IMPDET CL BY 007622

BBG: 19 SEPT 73

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1 SERIAL NUMBER	2 NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT
REASSIGNMENT, TRANSFER TO VOUCHERED FUNDS AND DELEGATION OF NSCA	09 10 73	REGULAR

6 FUNDS	V TO V	CF TO V	V TO CF	CF TO CF	7. FAN AND NSCA	8 CSC OR OTHER LEGAL AUTHORITY
X					4230 0121 0002	50 USC 403 J

9 ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/CCS OFFICE OF THE CHIEF RECORDS MANAGEMENT AND REGISTRY SEC	WASH., D.C.

11 POSITION TITLE	12 POSITION NUMBER	13 SERVICE DESIGNATION
RECORDS ADMIN OF CH	0061	D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0344.01	11 6	16326

18 REMARKS

W-2 INFO: CIA

HOME BASE: SS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ Code	21 OFFICE CODING (NUMERIC)	(ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24 Hdqtrs Code	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE	27 DATE OF LEI
16	10	35160	CCS	75013		1	02 20 28		

28 NTE EXPIRES (MO DA YR)	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 Correction/Cancellation Data		33 SECURITY RQ NO	34 SEX
XX XX XX					EOD DATA		

35 VET PREFERENCE	36 SERV COMP DATE	37 LONG COMP DATE	38 CAREER CATEGORY	39 FEGLI / HEALTH INSURANCE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE	42 LEAVE CAT CODE	43 FEDERAL TAX DATA	44 STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

FROM: EUR

POSTED
9-20-73

FORM 1150 5-72 Mfg 11-72 Use Previous Edition

SECRET

E 2 IMPDET CL BY 007622

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11811 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	39 115	V	GS 11 6	$18,061

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

WOODS JAMES S 010032 42300121

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	39 115	V	GS 11 6	$17,116

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	44 750	CF	GS 10 7	$15,331

EFFECTIVE DATE OF PAY ADJUSTMENT CORRECTED FROM 7 JAN 1973 TO 1 OCT 1972 U... EXECUTIVE ORDER 11777, DATED 12 APR 1974.

SECRET
(When Filled In)

LML: 13 FEB 73

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	02 04 73	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. Financial Analysis No Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
			X		3135 1267 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUROPEAN DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH	ROME, ITALY

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OF	0699	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	11 6	16326

18. REMARKS

HOME BASE: IS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	44750	EUR	36533		3	02 20 28	02 04 73	02 04 73

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CSC 2-CIA 3-FICA 4-NONE) CODE	31. SEPARATION DATA CODE	32. Conversion Cancellation Date	EOD DATA	33. SECURITY REQ NO	34. SEX
02 03 74	81						

35. VET PREFERENCE CODE (0-NONE 1-5 PT 2-10 PT)	36. SERV COMP DATE (MO DA YR)	37. LONG COMP DATE (MO DA YR)	38. CAREER CATEGORY	39. FEGLI/HEALTH INSURANCE	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YRS) 3-BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED

FORM 1150 Use Previous Edition

SECRET

When Filled In

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	44 750	CF	GS 10 7	$14,581

14-00000

23 MAY 1971

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS	05 30 71	REGULAR

6. FUNDS	V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	1136 1267 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH	ROME, ITALY

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OF	0699	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 7	13821

18. REMARKS

HOME BASE: EUR

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (Numeric)	(Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. Position Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
20	10	44525	EUR	36533		3	02 20 28		

28. DATE SAMPLES	29. SPECIAL REFERENCE	30.	31. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data		33. SECURITY REQ. NO.	34. SEX
05 23 73	22					EOD DATA		

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
6-3-71

Form 1150 Use Previous Edition

SECRET

ARS: 11 MARCH 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
CHANGE OF FAN	02 18 71	REGULAR

6. FUNDS		V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	X	CF TO V		CF TO CF	1236 1166 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR DEVELOPMENT COMPLEMENT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OFFICER	9957	D

14. CLASSIFICATION SCHEDULE (GS, LB etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 7	13621

18. REMARKS
OTHER

HOME BASE: EUR

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ Code	21 OFFICE CODING Numeric	Alphabetic	22 STATION CODE	23 INTEGREE CODE	24 Hdqtrs Code	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE	27 DATE OF LEI
37	16	44997	EUR	75013		1	02 20 28		

28 NTE EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 Correction Cancellation Data		33 SECURITY REG. NO	34 SEX
		1 CSC 2 CIA 3 FICA 4 NONE			FOD DATA		

35 VET PREFERENCE	36 SERV COMP DATE	37 LONG COMP DATE	38 CAREER CATEGORY	39 FEGLI / HEALTH INSURANCE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE	42 LEAVE CAT CODE	43 FEDERAL TAX DATA	44 STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
3-12-71

FORM 1150 Use Previous Edition

SECRET

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14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES 3	010032	44 997	V	GS 10 7	$13,821

ARS: 27 JAN 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OKF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS-CORRECTION	01 10 71	REGULAR

6. FUNDS		V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	X	CF TO V		CF TO CF	1234 1186 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR DEVELOPMENT COMPLEMENT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OFFICER	9997	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 7	13821

18. REMARKS

THIS ACTION CORRECTS FORM 1150 THE EFFECTIVE DATE WHICH READ 12/13/70 TO READ 01/10/71.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hingtn Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
58	18	44997	EUR	75013		1	02 20 28		

28. NTE EXP RES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data (TYPE / MO DA YR)		33. SECURITY REQ NO	34. SEX
				16	12 13 70	EOD DATA	

35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI - HEALTH INSURANCE	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
1-29-71

FORM 1150 Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

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SECRET
(When Filled In)

ARS: 1? DEC 70

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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER ~~TO~~ VOUCHERED FUNDS	12 13 70	REGULAR

6. FUNDS		V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	X	CF TO V		CF TO CF	1236 1186 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR DEVELOPMENT COMPLEMENT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OFF	9997	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 7	13041

18. REMARKS
OTHER

HOME BASE: EUR

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Category Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
16	18	44997	EUR	75013		1	12 20 25		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CSC 2-CIA 3-FICA 5-NONE)	31. SEPARATION DATA CODE	32. Correction/Cancellation Data		33. SECURITY REQ. NO	34. SEX
					EOD DATA		

35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
JJ 12-17-70

FORM 1150 Use Previous Edition

SECRET

Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

1. SERIAL NO	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
010032	WOODS JAMES S.	44 525	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 10	6	$12,679	07/28/68	GS 10	7	$13,061	07/26/70		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [signature] DATE 6/23/70

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

6/17

CLERK'S INITIALS R.S. WATTLES AUDITED BY

FORM 7-66 560 E Use previous editions PAY CHANGE NOTIFICATION (4-31)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN,	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	44 525	CF	GS 10 6	$12,679

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL	ORGN,	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	44 525	CF	GS 10 6	$11,942

SECRET
(When Filled In)

4 NOV 68

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	11 04 68	REGULAR

6. FUNDS		V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	9136 1214 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR FOREIGN FIELD BRITISH COMMONWEALTH REGION LONDON STATION SUPPORT BRANCH REGISTRY SECTION	LONDON, ENGLAND

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OF	0254	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 6	10847

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Major Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
37	10	44525	EUR	21025		3	02 20 28		

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 CS, 2 CA, 3 FICA, 4 NONE) CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Data (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
11 03 70	83						

35. VET PREFERENCE (CODE: 0 NONE, 1 5 PT, 2 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE: 0 WAIVED, 1 YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0 NO PREVIOUS SERVICE, 1 NO BREAK IN SERVICE, 2 BREAK IN SERVICE (LESS THAN 3 YRS), 3 BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED: 1 YES, 2 NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED: 1 YES, 2 NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

FROM FE

11-7-68 ED

Dm

FORM 5-66 1150 Mfg 10-67 Use Previous Edition

SECRET (When Filled In)

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

VD: 6 AUG 68

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	07 28 68	REGULAR

6. FUNDS		V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	9137 1487 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FE FOREIGN FIELD FE/VNO VIET NAM STATION INTELLIGENCE DIVISION COLLATION BRANCH CURRENT INTELLIGENCE SECTION BIOGRAPHIC UNIT	SAIGON, SOUTH VIET NAM

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OF	4984	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 6	10847

18. REMARKS

RECORDS ADMIN OFFICER OCCUPYING 10 GENERAL POSITION

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	45500	FE	77205		3	02 20 28	07 28 68	07 28 68

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 4 - NONE) CODE	31. SEPARATION DATA CODE	32. Correction - Cancellation Data (TYPE MO DA YR)	EOD DATA	33. SECURITY REQ NO	34. SEX

35. VET PREFERENCE CODE (0 NONE, 1 5 PT, 2 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG COMP DATE (MO DA YR)	38. CAREER CATEGORY (CAR RESV PROV TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE; 0 WAIVED, 1 YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0 NO PREVIOUS SERVICE, 1 NO BREAK IN SERVICE, 2 BREAK IN SERVICE LESS THAN 3 YRS, 3 BREAK IN SERVICE MORE THAN 3 YRS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
8/6/68

FORM 1150 Mfg. 10-67 | Use Previous Edition | SECRET | FVD | GROUP 1 Excluded from automatic downgrading and declassification | (When Filled In)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 500	CF	GS 09 7	$ 9,668	$10,154

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 500	CF	GS 09 7	$ 9,262	$ 9,668

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/31/67

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010832	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	05 21 67	

6. FUNDS		V TO V		V TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	7137 1487 0000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FE DIVISION	SAIGON, SOUTH VIET NAM

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
RECORDS ADMIN OF	4965	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	09	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

[handwritten initials] 9/24/67

Form 1150B 7-66 MFG. 9-65 Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(4-51)

14-00000

MRT: 9 DEC 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR)	5. CATEGORY OF EMPLOYMENT
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	12 18 66	REGULAR

6. FUNDS	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	7137 1566 0000	PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FE	~~TOKYO, JAPAN~~ Saigon, South Viet Nam

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
		D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
		09	

18. REMARKS

EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR)	27. DATE OF LEI (MO. DA. YR.)

28. MTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ NO	34. SEX
		2					

35. VET. PREFERENCE (CODE: 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV COMP DATE (MO DA YR)	37. LONG COMP. DATE (MO. DA YR)	38. CAREER CATEGORY (CAR, RES., PROV, TEMP / CODE)	39. FEGLI / HEALTH INSURANCE (CODE: 0 - WAIVER, 1 - YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED 12-14-66

FORM 11-62 1150 Use Previous Edition

SECRET

(When Filled In)

MRT: 8 DEC 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	12 08 66	REGULAR

6. FUNDS	V TO V	CF TO V	V TO CF	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		X			7137 1487 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FE FOREIGN FIELD FE/VNC - VIETNAM STATION EXECUTIVE OFFICE REGISTRY SECTION	SAIGON, SOUTH VIET NAM

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OF	4127	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	09 7	9262

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
37	10	45500	FE	77205		3	02 20 28		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO DA YR)		33. SECURITY REQ NO.	34. SEX
					EOD DATA		

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT., 2 - 10 PT)	36. SERV. COMP DATE (MO DA YR)	37. LONG COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE CODE (0 - WAIVED, 1 - YES)	HEALTH INS CODE	40. SOCIAL SECURITY NO

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 3 YRS, 3 - BREAK IN SERVICE MORE THAN 3 YRS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED 12-12-66

FORM 11-62 1150 Use Previous Edition

SECRET

(When Filled In)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 380	CF	GS 09 7	$ 9,003	$ 9,262

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
010032	WOODS JAMES S	45 380 CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-09	6	08749	11/07/65	GS-09	7	09003	03/27/66			

8. Remarks and Authentication

QUALITY STEP INCREASE

/s/ Emmett D. Echols Date: 21 March 1966

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition (4-51)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
010032	WOODS JAMES S	45 380 CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-09	6	08749	11/07/65	GS-09	7	09003	03/27/66			

8. Remarks and Authentication

QUALITY STEP INCREASE

/s/ Emmett D. Echols Date: 21 March 1966

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 9 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 380	CF	GS 09 3	$ 8,200	$ 8,495

506

12

10F

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
010032	WOODS JAMES S	45 380 CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	Psi	LSI	ADJ.
GS 09	3	$ 8495	11/10/63	GS 09	6	$ 8749	11/07/65			

8. Remarks and Authentication

4

/ ✓ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE 11 Oct 65

PAY CHANGE NOTIFICATION

Form 560 Obsolete Previous Edition

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES

Federal Employees Salary Act of 1964

GRADE	*Per Annum Rates and Steps*									
	1	2	3	4	5	6	7	8	9	10
GS- 1	$3,385	$3,500	$3,615	$3,730	$3,845	$3,960	$4,075	$4,190	$4,305	$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	.....
GS-17	21,445	22,195	22,945	23,695	24,445	.....	.....	.....	.....	.....
GS-18	24,500	.....	.....	.....	.....	.....	.....	.....	.....	.....

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ADPD 09/18/64

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 18 64	

6. FUNDS		V TO V		V TO V	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		V TO V		V TO V		
		V TO V	X	V TO V	5137 1566 0000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FE DIVISION JKO TOKYO CEN REG REC	TOKYO JAPAN

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
INTEL ANALYST CH	4466	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.39	09	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED
9/24/64 ROM

Form 1150s 1963 MAG 1-63 Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

AES: 16 MARCH 61

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
010032	WOODS JAMES S

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT & TRANSFER TO CONFIDENTIAL FUNDS*	03 19 61	REGULAR

6. FUNDS	V TO V	X	V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V		CF TO CF	1137 7351 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP FE FE/JAO TOKYO STATION OFFICE OF THE CHIEF CENTRAL REGISTRY AND RECORDS SEC	TOKYO JAPAN

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
INTEL ANALYST GEN	3061	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.36	09 3	6765

18. REMARKS
*SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING Numeric	Alphabetic	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
20	10	56380	FE	37587		3	02 20 28		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE)	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEX
				EOD DATA		

35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP DATE	38. MIL SERV. CREDIT/LCD	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
03/22/61 RK

Form 1150 Obsolete Previous Editions
8-60

SECRET

3-16-61

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 380	CF	GS 09 5	$ 7,575	$ 7,950

1. Serial No	2. Name	3. Cost Center Number	4. LWOP Hours
010032	WOODS JAMES S	56 380 CF 11	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 09	4	$ 7,350	11/12/61	GS 09	5	$ 7,575	11/10/63			

8. Remarks and Authentication 4

/ / NO EXCESS LWOP 742
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY 26 11/7

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. 11-14-63

SIGNATURE: [illegible] DATE

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition (4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
WOODS JAMES S	010032	?A380	CF	09 4	$ 6930	09 4	$ 7350

14-00000

6. OLD SALARY RATE						7. NEW SALARY RATE					
			LAST EFFECTIVE DATE						EFFECTIVE DATE		
GRADE	STEP	SALARY	MO	DA	YR	GRADE	STEP	SALARY	MO	DA	YR
GS 09	2	$ 6,600	11	15	59	GS 09	3	$ 6,765	11	13	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE [X] NO EXCESS LWOP [ ] EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
[ ] IN PAY STATUS AT END OF WAITING PERIOD
[ ] IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION
[ ] P.S.I. [ ] L.S.I. [ ] PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

E.D.ECHOLS

WK

PAY CHANGE NOTIFICATION

FORM 8-59 560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560a, AND 560b. SECRET OFFICIAL PERSONNEL FOLDER (4)

SECRET
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
10032	WOODS JAMES S	DDP/FE 11 UV	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 09	3	$ 6,765	11/13/60	09	4	$ 6,930	11/12/61			

8. Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / IN LWOP STATUS AT END OF WAITING PERIOD

E.D.ECHOLS

WK

PAY CHANGE NOTIFICATION

Obsolete Previous SECRET (4-61)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
01	WOODS JAMES S	110032	51 12	GS-09 2	$ 6,135	$ 6,600

14-00000

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
110032	WOODS JAMES S	DDP/FE	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO	DA.	YR.
GS 9	1	$ 5,985	11	16	58	GS 9	2	$ 6,135	11	15	59

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION
☐ P.S.I. ☐ L.S.I. ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

'59 NOV 3 10 49 AM

SEC. PAYROLL BRANCH

C. M. STEWART

PAY CHANGE NOTIFICATION

FORM 3-49 560 OBSOLETE PREVIOUS EDITION. REPLACES FORM 560a AND 560b. SECRET OFFICIAL PERSONNEL FOLDER (4)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

NCH 20 MAR 59

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo. Da. Yr.	4. Vet. Pref.	Code	5. Sex	6. CS-EOD Mo. Da. Yr.
010032	WOODS JAMES S	02 20 28	None-0 5 Pt-1 10 Pt-2	1	M 1	04 21 52

7. SCD Mo. Da. Yr.	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo. Da. Yr.	11. FEGLI Yes-1 No-2	Code	12. LCD Mo. Da. Yr.	13. Yes-1 No-2	Code
11 12 48		1	50 USCA 403 J			1	04 21 52		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH	5161	MANILA, R.P.	57557

16. Dept.-Field (Dept-2 USfld-4 Frgn-6)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	5	RECDS MGMT ANAL	3382	GS	0306.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
09 1	$ 5985	DI	11 16 58	11 15 59	9 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT TRANSFER TO VOUCHERED FUNDS	01	03 22 59	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE OFFICE OF THE CHIEF SECRETARIAT	5112	WASH., D. C.	75013

33. Dept.-Field (Dept-2 USfld-4 Frgn-6)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	2	RECDS MGMT OFF	2461	GS	0306.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
09 1	$ 5985	DI	11 16 58	11 15 59	9 3700 20 001

44. Remarks

[stamp] 9 APR 1959

FORM NO. 1150 1 MAR 57

SECRET

(4)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

MCM 14 NOV 58

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo. / Da. / Yr.	4. Vet Pref. None-0, 5 Pt-1, 10 Pt-9 Code	5. Sex	6. CS-EOD Mo. / Da. / Yr.
510032	WOODS JAMES S	02 / 20 / 28	1	M 1	04 / 21 / 52

7. SCD Mo. / Da. / Yr.	8. CSC Retmt. Yes-1 No-2 Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo. / Da. / Yr.	11. FEGLI Yes-1 No-2 Code	12. LCD Mo. / Da. / Yr.	13. Mil. Serv. Credit Code Yes-1 No-2
11 / 12 / 48	1	50 USCA 403 J	—		04 / 21 / 52	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE BRANCH 3 PHILIPPINES STATION ADMIN SEC	5161	MANILA, R.P.	57557

16. Dept.-Field (Dept-1, USfld-3, Frgn-5) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
5	RECORDS MGMT ANALYST	3382	GS	0306.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. / Da. / Yr.	25. PSI Due Mo. / Da. / Yr.	26. Appropriation Number
07 4	$ 5430	01	04 / 10 / 55	04 / 06 / 58	8 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. / Da. / Yr.	29. Type Of Employee	Code	30. Separation Data
PROMOTION	30	11 / 16 / 58	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH	5161	MANILA, R.P.	57557

33. Dept.-Field (Dept-1, USfld-3, Frgn-5) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
5	RECDS MGMT ANAL	3382	GS	0306.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. / Da. / Yr.	42. PSI Due Mo. / Da. / Yr.	43. Appropriation Number
09 1	$ 5985	01	11 / 16 / 58	11 / 15 / 59	9 3780 55 006

44. Remarks

POSTED
20 NOV 1958
JB

FORM NO. 1150a
1 MAR 57

SECRET

(4)

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	510032	GS-07-4	$ 4,930	$ 5,430

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
510032	WOODS JAMES S	DDP/FE	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 7	3	$ 4,795	04	07	57	GS 7	4	$ 4,930	04	06	58

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP
IF EXCESS LEAVE LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS

5225.00
4930
[illegible]

14. AUTHENTICATION

CF

G. M. STEWART

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 1 MAR. 56 560a

SECRET

PERSONNEL FOLDER (4)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

LVL

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo.	Da.	Yr.	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2)	Code	5. Sex	6. CS-EOD Mo.	Da.	Yr.
510032	WOODS JAMES S	02	20	28		1	M 1	04	21	52

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. (Yes-1, No-2)	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI (Yes-1, No-2)	Code	12. LCD Mo.	Da.	Yr.	13. Mil. Status (Yes-1, No-2)	Code
XX	XX	XX		1	50 USCA 403 J					1	04	21	52		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FI RECORDS INTEGRATION DIV ANALYSIS AND OPERATIONS BR ANALYSIS SEC		WASH., D.C.	

16. Dept.-Field (Dept-1, USfld-3, Frgn-5)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	2	INTEL ANALYST	430.12	GS	0132.35

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo.	Da.	Yr.	25. PSI Due Mo.	Da.	Yr.	26. Appropriation Number
07 3	$ 4795	D1							S 2309 23

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo.	Da.	Yr.	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT TRANSFER TO UNVOUCHERED FUNDS	06	09	08	57	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE BRANCH 3 PHILIPPINES STATION ADMIN SEC	5161	MANILA, R.P.	57557

33. Dept.-Field (Dept-1, USfld-3, Frgn-5)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	5	RECORDS MGMT ANALYST	3382	GS	0306.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo.	Da.	Yr.	42. PSI Due Mo.	Da.	Yr.	43. Appropriation Number
07 3	$ 4795	D1	04	10	55	04	06	58	8 3760 55 206

44. Remarks
SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

FORM NO. 1150a
1 MAR 57

SECRET

(4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
110032	WOODS JAMES S	DDP/FI 29	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO	DA	YR	GRADE	STEP	SALARY	EFFECTIVE DATE MO	DA.	YR.
7	2	$ 4,660	04	08	56	7	3	$ 4,795	04	07	57

REMARKS

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR	DATE	SIGNATURE OF SUPERVISOR
JOHN M. SCOTT	11 MAR 1957	[signature]

PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 1 MAR. 56 560 SECRET PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
110032	WOODS JAMES S	DDP/FI	V-20	2301

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
7	2	$ 4,660	04	08	56	7	3	$ 4,795	04	07	57

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP
IF EXCESS LEAVE LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE					
GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS

14. AUTHENTICATION

C. M. STRIGGS

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 1 MAR. 56 560b SECRET PERSONNEL FOLDER (4)

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

ATTENTION : Payroll Section

SUBJECT : Change in Allotment Account Designation - Personal Services of WOODE, James S.

1. [illegible] Division request that cost of personal services of [illegible] employee be changed effective [illegible] as follows:

FROM ALLOTMENT 6-3740-55-098

TO ALLOTMENT 6-2309-23

2. When this change [illegible] copy of this request [illegible] Budget Officer, with [illegible]

STANDARD FORM 50 (8 PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER R1 FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

SRO

1. NAME (MR.–MISS–MRS.–ONE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. JAMES S. WOODS 110032	20 Feb 1923		22 August 1956

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
REASSIGNMENT 56	26 Aug 1956	50 USCA 403 J

FROM		TO
BV-430.02	8. POSITION TITLE	Intel Analyst BV-430.12
	9. SERVICE, SERIES, GRADE, SALARY	GS-0132.35-7 $4660.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS 410825	DDP/FI Records Integration Division Analysis & Operations Branch Analysis Section
	11. HEADQUARTERS	Washington, D. C.
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L 2	☐ FIELD ☒ DEPARTMENTAL

1 13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10 POINT (WIFE)	10 POINT (OTHER)
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.	
				SD-FIX

1 15. SEX: M

16. APPROPRIATION
FROM: 7-2309-23
TO: Same 750-13

17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO): Yes

18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):

19. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED
STATE:

20. REMARKS:

3 EOD 04/21/52

POSTED 8/29/56

ENTRANCE PERFORMANCE RATING:

Director of Personnel

(SIGNATURE OR OTHER AUTHENTICATION)

4. PERSONNEL FOLDER COPY

U.S. GOVERNMENT PRINTING OFFICE: 1955-379667

jvm 8/28/56

14-00000

STANDARD FORM 50 (8 PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER 31, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1v1

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods 110032	20 Feb 1922		2 Jul 1956

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment 02	15 Jul 1956	50 USCA 403 j

FROM		TO
IO (CI) DDP-583.05	8. POSITION TITLE	Intel Analyst DV-430.02
GS-0136.53-7 $4660.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0132.33-7 $4660.00 per annum
DDP/FE Branch 1-Korea Base Records Integration Branch Personality Files Section	10. ORGANIZATIONAL DESIGNATIONS 410825	DDP/FI Records Integration Division Analysis & Operations Branch Analysis Section
Yokosuka, Japan	11. HEADQUARTERS 2	Washington, D. C.
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [X] DEPARTMENTAL

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT	10 POINT (DISAB.)	10 POINT (OTHER)
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

SD/RH

15. SEX: M

16. APPROPRIATION: V FROM: 7-3740-55-056 TO: 7-8309-23 750-13

17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO): Yes

18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):

19. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE:

20. REMARKS:

POSTED
7/19/56

"Transfer TO Vouchered funds FROM Unvouchered funds."

3 EOD 02/21/52

ENTRANCE PERFORMANCE RATING:

Director of Personnel

21. SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE, 1954-273947

7/17/56

14-00000

SECRET

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.–Miss–Mrs – One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. Woods	20 Feb 28		5 May 56

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)
Change in Title and Service Number

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 17 JUN 1956

7. C.S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	Ops Off (CE) BFF 583.053		IO-CI BFF 583.054
9. SERVICE, GRADE, AND SALARY	GS-0136.52-7 4660		GS-0136.53-7 4660
10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Korea Mission Records Integration Branch Personality Files Section		DDP/FE Branch 1 - Korea Base Records Integration Branch Personality Files Section
11. HEADQUARTERS	Atsugi, Japan		Yokosuka, Japan
12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL		[X] FIELD [ ] DEPARTMENTAL SD:DI

A. REMARKS (Use reverse if necessary)

T/O Change

B. REQUESTED BY (Name and title)
H. P. Gilbert, FE Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Iris S. Wilson Ex 8761

D. REQUEST APPROVED BY
Signature: Robert A. Shub (WMX)
Title: FE/CMO 21 May 56

13. VETERAN PREFERENCE: NONE | WWII | OTHER 5 PT | 10 POINT DISAB | OTHER

14. POSITION CLASSIFICATION ACTION: NEW | VICE | I.A. | REAL

SD:DI

15. 16. APPROPRIATION
FROM: 6-3740-55-096
TO: Same

17. SUBJECT TO C.S. RETIREMENT ACT (YES–NO): Yes

18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

19. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE: D.C.

20. STANDARD FORM 50 REMARKS

USED IN LIEU OF SF50 NOTIFICATION OF PERSONNEL ACTION

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	D. Fidel	21 May 56	
E.			

F. APPROVED BY

By Donald C. Fidel, 21 May 56

SECRET

14-00000

PERIODIC STEP INCREASE CERTIFICATION

CONFIDENTIAL
(When filled in)

U. S. GOVERNMENT PRINTING OFFICE 1954-920020

1. Agency and organizational designations	2. Payroll period	3. Block No.	4. Slip No.
		UV	

5. Employee's name (and social security account number when appropriate)	6. Grade and salary
WOODS, JAMES S.	GS-7 $4525.00

PAYROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.			NET PAY
7. Previous accrual													
8. New accrual													
9. Pay this period													

10. Remarks

11. Appropriation(s) FE/7

12. Prepared by afw 1/10

13. Audited by

[X] Periodic step-increase [ ] Pay adjustment [ ] Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better. SERVICE AND CONDUCT ARE SATISFACTORY
8Apr 56	10Apr55	$4525.00	$4660.00	(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s)

(Check applicable box in case of excess LWOP) [ ] In computation of end of waiting period [ ] LWOP after end of waiting period

[ ] No excess LWOP. Total excess LWOP ______ Initials of Clerk

STANDARD FORM NO. 1126a—Revised
Form prescribed by Comp. Gen., U. S.
October 26, 1954, General Regulations No. 102

CONFIDENTIAL

PAYROLL CHANGE SLIP — PERSONNEL COPY

S-E-C-R-E-T

COMBINED PERSONNEL ACTION IN LIEU OF SF-52

CHANGE OF SERVICE DESIGNATION

Effective Date - 22 April 1956

D to DI

Name	Grade
FE	
ACAMPORA, Tullius	12
GILLIS, Vincent A.	12
WATERS, Harry C., Jr.	11
WOODS, James S.	07
McCOY, Leonard V.	09
EE	
MONTGOMERY, Hugh	12
SR	
TRECIOKAS, Aldona V.	07
KAPUSTA, Peter P.	11

Name	Grade
NEA	
FRIAR, John R.	12
FI	
BECK, Marian R.	07
ROY, Ruth R.	07

D to DS

Name	Grade
WE	
LOEBS, Virginia	05

D to DP

Name	Grade
EE	
McLAUGHLIN, Mary S.	07

[illegible] by [illegible]

17 April 1956

S-E-C-R-E-T

14-00000

SECRET

STANDARD FORM 52
PROMULGATED BY THE U.S. CIVIL SERVICE COMMISSION
JANUARY 1950 — FEDERAL PERSONNEL MANUAL CHAPTER R1

S E C R E T

UNVOUCHERED

7d/bmR 4/7/55 Dam

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr — Miss — Mrs — One given name, initial(s), and surname): Mr. James S. WOODS
2. DATE OF BIRTH: 20 Feb 28
3. REQUEST NO.:
4. DATE OF REQUEST: 21 Feb 54

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): Promotion
B. POSITION (Specify whether establish, change grade or title, etc.):
6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: OPS. OFF.(CO) APR 10 1955
7. C S OR OTHER LEGAL AUTHORITY

FROM—		TO—
IO (FI) BFF 602.02-5	8. POSITION TITLE AND NUMBER	~~IO (FI)~~ FF ~~602.02~~-7 583.05
GS-0136.51-~~6~~5 $3535.00 p/a	9. SERVICE, GRADE, AND SALARY	GS-0136.5~~1~~-7 $4205.00 p/a
DDP/FE Korea Mission ~~Intelligence Division~~ ~~Positive Intelligence Branch~~ UNCONV. WARF. DIV.	10. ORGANIZATIONAL DESIGNATIONS	Same Same ~~Same~~ RECORDS INTEGRATION BR. ~~Same~~ ~~Personality Files~~ PERSONALITY FILES SECTION
Atsugi, Japan	11. HEADQUARTERS	Same
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Attached herewith are Job Description, Dispatch, and DD/P Personnel Data Sheet.

B. REQUESTED BY (Name and title): H. C. Clinkscale, FE Personnel Officer
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): O. A. Fehlow, FE/I
D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE

NONE	WAR	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER
	X		X		

14. POSITION CLASSIFICATION ACTION
NEW | VICE | T.A. | REAL.
FE FI slot SD: D

15. SEX: M
16. RACE: W
17. APPROPRIATION FROM 5-3740-55-096 TO Same
18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO): Yes
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED STATE: D.C.

21. STANDARD FORM 50 REMARKS

PURSUANT TO DCI DIRECTIVE ... 1955 ... TO: 11525

FOLDED

4/18/55

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. LEGL. OR POS. CONTROL		3/28/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY R A Stricklin

SECRET

REYNOLDS

10—57289-3

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

SECRET

UNVOUCHERED

2/24/55

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. WOODS	20 Feb 28		28 Jan 55

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED: 26 Oct 54
B. APPROVED: 26 Oct 1954

7. C. S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
IO (FI) BFF 602.02-5	8. POSITION TITLE AND NUMBER	IO (FI) BFF 602.02-5
GS-0136.51-5 [redacted].00 p/a 3535.	9. SERVICE, GRADE, AND SALARY	GS-0136.51-5 [redacted].00 p/a 3535.
DDP/FE Korean Mission Unconventional Warfare Division ~~Position~~	10. ORGANIZATIONAL DESIGNATIONS	Same Same Same Same
Korea	11. HEADQUARTERS	Atsugi, Japan
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Subject arrived PCS Japan 26 Oct 54 per FKLA-5239 of 17 Nov 1954.

B. REQUESTED BY (Name and title)
H. C. CLINKSCALE, FE Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
O. A. FERLOW, FE/1 X3761

D. REQUEST APPROVED BY
Signature: James P. Humphries (?)
Title: FE/CMO 8 Feb 55

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT	10 POINT DISAB.	10 POINT OTHER
	X		X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	T.A.	REAL

SD [illegible]

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM 5-3740-55-096 TO Same	Yes		[ ] CLAIMED [ ] PROVED STATE: D.C.

21. STANDARD FORM 50 REMARKS

[illegible] 2/24/55

Sec concur per [illegible] 18 Feb 55 2/24/55

E date per J. Martin, FE 2/24/55

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR POS. CONTROL	[illegible]	2/14/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[illegible]		
E.			

F. APPROVED BY
Reginald L. Pollock [illegible]

SECRET

14-00000

GOVERNMENT PRINTING OFFICE: 1952

1. Agency and organizational designations | 4. Pay roll | 5. Block | 6. Line No.

5. Employee's name (and social security account number when appropriate)
WOODS, James S.

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.			NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											

10. Remarks

11. Appropriation(s)
72-9

12. Prepared by
jm 4/20/54

13. Audited by

[X] Periodic step-increase [ ] Pay adjustment [ ] Other

14. Effective date: 6June53
15. Date last equivalent increase: 7June53
16. Old salary rate: 9310
17. New salary rate:
18. Performance rating is satisfactory or better.

(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods).
Period(s)

[ ] No excess LWOP Total excess LWOP

Initials of Clerk

STANDARD FORM NO. 1126a—Revised
Form prescribed by Comp. Gen. U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

14-00000

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CH. R1, FEDERAL PERSONNEL MANUAL

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Conc. 26 Mar 1954 Jan

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
. James S. Woods	20 Feb 1928		16 Apr 1954

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Assignment	E.O.D. 25 Apr 1954	50 USCA 403 J

FROM		TO
Anal. Analyst EY 469.08	8. POSITION TITLE	IO (FI) EFF 602.02-5
-0132.35-5 $3410.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.51-5 $3410.00 per annum
/FI Records Integration Division Processing and Records Branch Consolidation Section	10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Korean Mission Unconventional Warfare Division
Washington, D. C.	11. HEADQUARTERS	Korea
FIELD [ ] DEPARTMENTAL [X]	12. FIELD OR DEPT'L	FIELD [X] DEPARTMENTAL [ ]

13. VETERAN'S PREFERENCE					14. POSITION CLASSIFICATION ACTION				
NONE	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	E.A.	REAL.	
		XXX							SD:D CD-FI

16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES–NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
W	FROM: 4-2309-83 TO: 4-3740-55-096	Yes		[ ] CLAIMED [ ] PROVED STATE: D. C.

REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

"Transfer TO Unvouchered funds FROM Vouchered funds."

Jim Mc Bev

ANCE PERFORMANCE RATING:

Deputy Assistant Director for Personnel

CONFIDENTIAL

SIGNATURE OR OTHER AUTHENTICATION

4/16/54

4. PERSONNEL FOLDER COPY

14-00000

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGEN

NOTIFICATION OF PERSONNEL ACTION

8cm

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods	20 Feb. 28		27 Feb. 54

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	28 Feb. 54	50 USCA 403 J

FROM		TO
	8. POSITION TITLE	Intel. Analyst RF 569.08
GS-132-5	9. SERVICE, SERIES, GRADE, SALARY	GS-0132.35-5 $3410.00 per annum
R I Staff	10. ORGANIZATIONAL DESIGNATIONS	DDP/FI R I Division Processing & Records Branch Consolidation Section
	11. HEADQUARTERS	Washington, D. C.
[ ] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [X] DEPARTMENTAL

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.	
				CD-FI

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 4-2309-23 TO: same	Yes		[ ] CLAIMED [ ] PROVED STATE:

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

ENTRANCE PERFORMANCE RATING

Deputy Assistant Director for Personnel

Rec'd 3-1-54

4. PERSONNEL FOLDER COPY

U.S. GOVERNMENT PRINTING OFFICE

14-00000

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER P1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

sixth

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods	20 February 1928		5 June 1953

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Promotion	7 June 1953	Sch A-6.116(b)

FROM		TO
Intel. Anal. BV-469.08-4	8. POSITION TITLE	Same BV-469.08
GS-132-4 $3175.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-132-5 $3410.00 per annum
DDP/FI Records Integration Staff Processing & Records Branch Consolidation Section	10. ORGANIZATIONAL DESIGNATIONS	Same Same Same Same
Washington, D.C.	11. HEADQUARTERS	Same
FIELD [ ] DEPARTMENTAL [X]	12. FIELD OR DEPT'L	FIELD [ ] DEPARTMENTAL [X]

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
	X		X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.

CD-FI

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 11XB100 2309-20 TO: Same	Yes		[ ] CLAIMED [ ] PROVED STATE:

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

EXTENSION
2027

ENTRANCE PERFORMANCE RATING

Chief, Personnel Division

(FOR THE DIRECTOR OF CENTRAL INTELLIGENCE)

DE

6-8-53

U. S. GOVERNMENT PRINTING OFFICE 1952 210794

4. PERSONNEL FOLDER COPY

14-00000

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods	20 Feb. 28		24 Apr. 53

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	26 Apr. 53	ScheduleA-6.116(b)

FROM		TO
Mail and File Clerk BV-384.08	8. POSITION TITLE	Intel. Anal. BV-469.08-A
GS-4-305 $3175.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-4-132 Same
DDP/FI/RI Processing and Records Br. Consolidation Section	10. ORGANIZATIONAL DESIGNATIONS	Same Same Same
Washington, D.C.	11. HEADQUARTERS	Same
[ ] FIELD [X] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [X] DEPARTMENTAL

13. VETERAN'S PREFERENCE

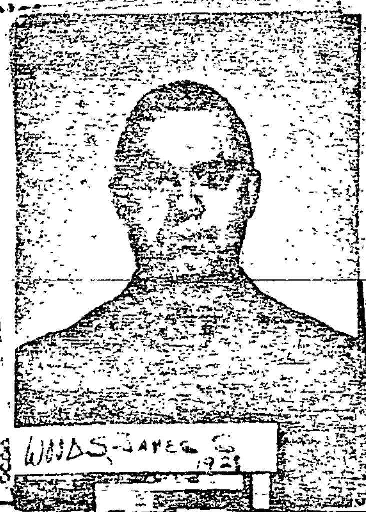
NONE	WWI	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
X			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: ~~11X2100~~ 2309-00 TO: 2309-20	yes		[ ] CLAIMED [ ] PROVED STATE: DC

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or cancel[...] all requirements.



ENTRANCE PERFORMANCE RATING:

Chief, Personnel Division

U. S. GOVERNMENT PRINTING OFFICE 1952

4. PERSONNEL FOLDER COPY

STANDARD FORM 50
REV. APRIL 1950
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods	20 Feb. 28		9 Mar. 53

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	15 Mar. 53	ScheduleA-6.116(b)

FROM		TO
File Clerk BV-356	8. POSITION TITLE	Mail and File Clerk BV-364.08
GS-4-305 $3175.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-4 SAME
DDP/FI/RI Processing and Records Br. File Section	10. ORGANIZATIONAL DESIGNATIONS	SAME Consolidation Section
Washington, D.C.	11. HEADQUARTERS	
FIELD [ ] DEPARTMENTAL [X]	12. FIELD OR DEPT'L	FIELD [ ] DEPARTMENTAL [ ]

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I.A.	REAL.
	X		X						

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 11X2100 TO: 2309-20	yes		[X] CLAIMED [ ] PROVED STATE: DC

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

ENTRANCE PERFORMANCE RATING:

Chief, Personnel Division

(FOR THE DIRECTOR OF CENTRAL INTELLIGENCE)

U.S. GOVERNMENT PRINTING OFFICE 1952-210794

KPH 3-9-53

4. PERSONNEL FOLDER COPY

COMBINED PERSONNEL ACTION

Used in lieu of SF-52 and/or SF-50 to document the following types of personnel actions involving no change in grade or salary: (a) Change in title (b) Change of position number (c) Reassignment within Division without series code change (d) Reassignment within Division with series code change. (Note: For action (type d) a SF-50 will be prepared for vouchered positions from information on this form.

(1) Staff or Division RI (2) Date T/O Approved 17 November 1952 (3) Effective Date of Action 7 December 1952

FROM					TO		
(4) NAME	(5) ORG. IDF. & POS. TITLE	(6) SCHEDULE SERIES-Grade	(7) SLOT NOS.	(8) ACTION	(9) ORG. IDF. & POS. TITLE	(10) SCHEDULE SERIES-GRADE	(11) SLOT NOS.
Johnson, Dorothy A.	File Clerk	GS-4	X-32.03	A	File Supervisor	GS-305-4	BV-353.01
Akers, Erma D.	File Clerk	GS-4	X-34.02	B	File Clerk	GS-305-4	BV-354.
Hallinan, Martha M.	File Clerk	GS-4	X-34.	B	File Clerk	GS-305-4	BV-354.01
Cawlor, Carol A.	File Clerk	GS-4	X-38.02	B	File Clerk	GS-305-4	BV-354.02
Law, Lois	File Clerk	GS-4	X-38.03	B	File Clerk	GS-305-4	BV-354.03
Pruitt, Earl B.	File Supervisor	GS-5	X-33.	B	File Supvr.	GS-305-5	BV-355.
Service & Correspondence Section							
Woods, James	File Clerk	GS-4	X-102.22	B	File Clerk	GS-305-4	BV-3[illegible]
File Section							
Lanapace, Marie J.	File Clerk	GS-4	X-34.03	A	File Supervisor	GS-305-4	BV-357.
Riter, Irene M.	File Clerk	GS-4	X-32.02	B	File Clerk	GS-305-4	BV-358.
Lyddane, Mildred K.	File Clerk	GS-4	X-38.04	B	File Clerk	GS-305-4	BV-358.01
Ceppa, Loretta M.	File Clerk	GS-4	X-34.01	B	File Clerk	GS-305-4	BV-358.02

(12) APPROVED: [signature] (13) APPROVED: [signature] Class & Wage Div. (14) APPROVED: [signature] Personnel Div.

14-00000

STANDARD FORM NO. 50 (8 PARTS)
OCTOBER 1949
PROMULGATED BY
CHAPTER R-1 FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

(ml)

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods	20Feb.'28		14Aug.'52

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Promotion	17Aug.'52	Schedule A-6.116(h)

FROM		TO
File Clerk X-39.04	8. POSITION TITLE	File Clerk X-102.22
GS-3-305 $2950.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-4-305 $3175.00 per annum
OSO RI Processing and Records Branch File Section	10. ORGANIZATIONAL DESIGNATIONS	OSO RI Analysis and Operations Branch Service and Correspondence Section
Washington, D.C.	11. HEADQUARTERS	
FIELD [ ] DEPARTMENTAL X	12. FIELD OR DEPT'L	FIELD [ ] DEPARTMENTAL [ ]

13. VETERAN'S PREFERENCE: NONE / WWI / OTHER / 5-PT. / 10-POINT (DISAB. / OTHER)

14. POSITION CLASSIFICATION ACTION: NEW / VICE / I.A. / REAL

15. SEX: M | 16. RACE: W | 17. APPROPRIATION — FROM: — TO: 1132100 / 2209-00

18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO): X

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED — STATE:

21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.

Chief, Personnel Division

ENTRANCE EFFICIENCY RATING:

22. SIGNATURE OR OTHER AUTHENTICATION

RM 8-15-52

U. S. GOVERNMENT PRINTING OFFICE 1950-000078

4. PERSONNEL FOLDER COPY

14-00000

V.C. 26 March 1952
ACD

STANDARD FORM 50 (8 PARTS)
OCTOBER 1949
PROMULGATED BY
CHAPTER R 1 FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO	4. DATE
Mr. James S. Woods	20 Feb. 1928	# 57	21 Apr. ' 52

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Excepted Appointment	21 Apr. 1952	Sch. A — 6.116 (B)

FROM		TO
	8. POSITION TITLE	File Clerk GS - 3 E39.04
	9. SERVICE, SERIES, GRADE, SALARY	GS - 3 305 $2950.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS	OSO RI PROCESSING AND RECORDS BRANCH FILE SECTION
	11. HEADQUARTERS	Washington, D.C.
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☒ DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE | WWII | OTHER | 5 PT. | 10 POINT (DISAB. | OTHER) — X

14. POSITION CLASSIFICATION ACTION: NEW | VICE | I.A. | REAL

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED
M	W	FROM: 2123500 TO: 3009	Yes	21 Apr. 1952	X STATE: D.C.

21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.

(39.04)

This appointment is subject to a satisfactory trial period of one year.

Subject to a satisfactory medical examination.

SF # 61 Affidavit executed.

3441

DOE - 06/07/57
CSEOD - 04/21/52
LCD - 04/21/52

for Personnel Division

22. SIGNATURE OR OTHER AUTHENTICATION

★ U. S. GOVERNMENT PRINTING OFFICE 11060-689679

4. PERSONNEL FOLDER COPY

14-00000

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
010032	WOODS, James S.	02/20/28	M	12	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (CS, I)
RECORDS ADMIN OFF CH	DDO/CCS/REG	HQS	X HQS. OF

11. TYPE OF APPOINTMENT

X CAREER	RESERVE	TEMPORARY
CONTRACT	SPECIAL	OTHER

12. TYPE OF REPORT

INITIAL	X ANNUAL	X REASSIGNMENT	SPECIAL

13. REPORTING PERIOD (FROM-TO): 01 July 76 - 08 July 77

14. DATE REPORT DUE IN O.P.: 31 July 1977

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT. **NO**

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1 Chief of CCS Registry--Supervises employees in setting up and maintaining Staff files and necessary card indices; receiving, distributing and dispatching correspondence to and from the Staff; and processing requests for file traces and other information.	O
SPECIFIC DUTY NO. 2 CCS Records Management Officer--Responsible for overall management of CCS records management program. Monitors developments in DDO records management policies and procedures; maintains liaison with ISS and DDO Records Management Officers; seeks improvement in CCS records organization and discipline.	O
SPECIFIC DUTY NO. 3 Works with personnel responsible for developing and launching the CCS computerized records system (CENCO) to ensure proper integration of Registry information.	S
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: O

FORM 7-73 45 USE PREVIOUS EDITIONS

CLASSIFICATION
CONFIDENTIAL

E2, IMPDET CL BY 061088

CONFIDENTIAL
CLASSIFICATION

SECTION D — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

Mr. Woods continued to perform in outstanding fashion as Chief of the CCS Registry during an extremely busy period. The figures cited in the last Fitness Report as to the workload of the CCS Registry continued to be representative of the volume and variety of Mr. Woods' responsibilities. He supervised the work of six subordinates with a successful combination of patience and firm professionalism. He continued to be the source of sound, constructive suggestions for coping with the paper "explosion" occasioned by the investigations of CIA and the Freedom of Information and Privacy Acts.

Mr. Woods is a highly valuable, reliable, unobtrusively effective records manager. In moving on to new responsibilities in an area division he leaves behind a solid record of achievement and the admiration of those with whom he has served in CCS.

SECTION E — **CERTIFICATION AND COMMENTS**

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
24		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
16 August 1977	DC/CCS	Arthur C. Close

2. BY EMPLOYEE

I HAVE [ ] OR HAVE NOT [ ] ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
		James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Mr. Close's evaluation of Mr. Woods' performance during the reporting period agrees completely with my observations and conclusions. Mr. Woods is a first-class professional records officer and supervisor who has clearly earned an overall rating of OUTSTANDING.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
17 August 1977	Chief, Central Cover Staff	ERICH W. ISENSTEAD

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE [ ] HAVE NOT [ ] ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
	18 Aug 1977	James S. Woods

CLASSIFICATION
CONFIDENTIAL

14-00000

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
010032	WOODS James S.	02/20/28	M	GS-12	DAC

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (CS, F)
RECORDS ADMIN OF CH	DDO/CCS/REG	HQS	X HQS. DF

11. TYPE OF APPOINTMENT			12. TYPE OF REPORT			
X CAREER	RESERVE	TEMPORARY	INITIAL	X ANNUAL	REASSIGNMENT	SPECIAL
CONTRACT	SPECIAL	OTHER	13. REPORTING PERIOD (FROM-TO) 1 July 1975-30 June 1976		14. DATE REPORT DUE IN O.P. 30 July 1976	

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT. **NO**

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient — Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong — Performance is characterized by exceptional proficiency.

O—Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1 Chief of Registry Section--supervises 6 employees in maintenance of Staff files and required card indices; receiving and distributing Staff correspondence; and processing requests for file checks and other information	S
SPECIFIC DUTY NO. 2 Records Management Officer--responsible for the overall CCS records management program	O
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: [illegible]

FORM 7-75 45 USE PREVIOUS EDITIONS

CLASSIFICATION
CONFIDENTIAL

E2, IMPDET CL BY 061088

CONFIDENTIAL
CLASSIFICATION

SECTION D NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

Mr. Woods is a quiet, highly effective manager of a major repository of records within the DDO. The workload of his Section is staggering: over 8,000 documents filed each month, over 500 index cards prepared each month; close to 300 Freedom of Information or Privacy Act requests processed each month, etc. Mr. Woods organizes his Section well; he handles a group of six women with skill and understanding and he heads, as a result, a harmoniously working team.

Mr. Woods approaches problems with a positive attitude and brings his considerable experience and imagination to bear with appropriate initiative and follow-through. His response to the exceptionally heavy workload of the Staff over the past year of Congressional investigations and cover exposes was vital to the Staff's and the DDO's requirements for current and historical records. He volunteers ideas designed to improve the Staff's records; he works weekends and after hours to keep ahead of a growing avalanche of paper and requests for information. He is, in sum, a highly competent, knowledgable, yet flexible records manager upon whom the Staff relies heavily.

SECTION E CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
12		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
27 July 1976	DC/CCS	Arthur C. Close

2. BY EMPLOYEE

	DATE	SIGNATURE OF EMPLOYEE
I HAVE [ ] OR HAVE NOT [ ] ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	27 July 76	James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I have no difficulty in agreeing with the letter ratings and the narrative evaluation in the above report. Mr. Woods established the high level of his professional competence very soon after his assignment in CCS and has maintained this standard without interruption. I again must emphasize his abilities as supervisor in one of the toughest supervisory assignments known to me. With a Registry Chief like Mr. Woods, it is easy to come to the conclusion that running a registry of the complexity and volume as that of CCS is a cinch - at least he makes it appear that way.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
29 July 1976	Chief, CCS	Erich W. Isenstead

4. BY EMPLOYEE

	DATE	SIGNATURE OF EMPLOYEE
I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE [X] HAVE NOT [ ] ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	29 July	James S. Woods

CLASSIFICATION
CONFIDENTIAL

14-00000

SECRET
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
010032	Woods, James S.	02/20/28	M	GS-12	DAC

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (ck one)
Records Admin OF-CH	DDO/CCS/REG	HQS	X HQS / OF

11. TYPE OF APPOINTMENT: X CAREER | RESERVE | CONTRACT | OTHER (Spec.)

12. TYPE OF REPORT: TEMPORARY | X ANNUAL | REASSIGNMENT | SPECIAL

13. REPORTING PERIOD (from-to-)	14. DATE REPORT DUE IN O.P.
1 January 1975 - 30 June 1975	31 July 1975

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C — PERFORMANCE EVALUATION

- **U—Unsatisfactory** Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
- **M—Marginal** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
- **P—Proficient** Performance is satisfactory. Desired results are being produced in the manner expected.
- **S—Strong** Performance is characterized by exceptional proficiency.
- **O—Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Registry Section - supervises 7 employees	S
SPECIFIC DUTY NO. 2: Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.	O
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS
9-73

SECRET
CLASSIFICATION

E2 IMPDET CL BY 17 JUL 1975

(4)

SECRET
CLASSIFICATION

SECTION D NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

JUL 8 11 29 AM '75

During the 6 months under review Mr. Woods has continued to fulfill his responsibilities in the same excellent manner which has been documented in his last two fitness reports and which led to his promotion to GS-12. Mr. Woods surefootedness as a records officer and manager of people, together with ability to take necessary initiatives where actions are required and his maturity and sound judgement, make him an ideal chief of this very active and complex registry and records management office. I dread to think that eventual rotation will deprive me of the services of this extraordinarily competent and effective officer.

SECTION E CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
1 year, 9 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 July 1975	Chief, CCS	Erich W. Isenstead

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED / HAVE NOT ATTACHED	7 July 1975	James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

There is no one in the chain of command who could act as reviewing officer.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	7 July 1975	James S. Woods

CLASSIFICATION
SECRET

14-00000

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6 SD
010032	WOODS, JAMES S.	02/20/28	M	GS-12	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10 CODE (ck one)	
RECORDS ADMIN OF-CH	DDO/CCS/REGISTRY	HEADQUARTERS	X HQS.	OP

11. TYPE OF APPOINTMENT: X CAREER | RESERVE | CONTRACT | OTHER (Spec.) | TEMPORARY

12. TYPE OF REPORT: ANNUAL | REASSIGNMENT | X SPECIAL

13. REPORTING PERIOD (from-to-)	14. DATE REPORT DUE IN O.P.
1 June 1974-31 December 1974	31 January 1974 (Retirement of Supervisor

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C — PERFORMANCE EVALUATION

- U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
- M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
- P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.
- S—Strong: Performance is characterized by exceptional proficiency.
- O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Registry Section - supervises seven employees	S
SPECIFIC DUTY NO. 2: Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.	O
SPECIFIC DUTY NO. 3: CCS Security Officer - Briefs all new and departing CCS employees on Agency and CCS security procedures. Also responsible for duty rosters and related security instructions, and maintains liaison with the Office of Security - through 6 October 1974.	S
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

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CLASSIFICATION

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E2, IMPDET CL BY 008317

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CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

Since his last Fitness Report, in June 1974, Mr. Woods has continued his extremely fine performance as a conscientious, hardworking and thoughtful records manager and registry supervisor. The CCS registry workload remains at about the same level as previously reported, and Mr. Woods regularly works an hour or so of uninterrupted overtime every working day personally reorganizing procedures, cleaning out, consolidating, and retiring files. His enthusiastic determination in reducing the numbers of out-of-date and no longer useful files is most exemplary. Knowing the numbers of primary and supplemental files involved in this exercise, and as a retiring supervisor, I can only wish him "good luck"!

Mr. Woods also continues eager to learn and use new methods and techniques. During this reporting period, in July 1974, he took the Agency course "Introduction to Micrographics Seminar #2."

Finally it gives me pleasure to note here that, effective ~~11~~ 24 November 1974, Mr. Woods will be given a well deserved promotion from GS 11/6 to GS 12/3.

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
15 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
20 November 1974	Deputy Chief, CCS	Carter H. Yates

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
[ ] HAVE ATTACHED [X] HAVE NOT ATTACHED	20 Nov 74	James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Both Mr. Yates' letter ratings and narrative comments accurately reflect the quality of Mr. Woods' performance during the reporting period. He is a thoroughgoing professional records officer who uses his extensive experience and his good judgement to take initiatives toward improving the Registry service and the management of records. Hand in hand with his high substantive competence goes his excellent ability as a supervisor. I can say nothing more laudable in this regard than that I have not had to deal with Registry personnel problems during the last year. He knows the job that needs to be done and so do his people. With this kind of leadership, the work gets accomplished with a high state of morale.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 November 1974	Chief, Cover and Commercial Staff	Erich W. Isenstead

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	25 Nov 74	[signature]

CLASSIFICATION
SECRET

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SECRET
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
010032	WOODS, JAMES S.	02/20/28	M	GS-11	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (ck one)
RECORDS ADMIN OF - CH	DDO/CCS/REGISTRY	HEADQUARTERS	X HQS / DP

11. TYPE OF APPOINTMENT: X CAREER / RESERVE / CONTRACT / OTHER (Spec.) / TEMPORARY

12. TYPE OF REPORT: X ANNUAL / REASSIGNMENT / SPECIAL

13. REPORTING PERIOD (from-to-)	14. DATE REPORT DUE IN O.P.
1 June 1973 - 31 May 1974	30 June 1974

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT. **NO**

SECTION C — PERFORMANCE EVALUATION

- U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
- M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
- P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.
- S—Strong: Performance is characterized by exceptional proficiency.
- O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Registry Section - supervises seven employees.	S
SPECIFIC DUTY NO. 2: Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.	O
SPECIFIC DUTY NO. 3: CCS Security Officer - Briefs all new and departing CCS employees on Agency and CCS security procedures. Also responsible for duty rosters and related security instructions, and maintains liaison with the Office of Security.	S
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

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CLASSIFICATION
SECRET

E2, IMPDET CL BY 008317

SECRET

CLASSIFICATION

SECTION D NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

After a short overlap with his predecessor, Mr. Woods assumed his responsibilities as Chief of Registry, CCS, on 3 October 1973 - roughly nine months ago. In this position he is responsible, overall, for CCS registry and records management activities, including the supervision of seven other individuals. As could be expected from even a casual reading of his past fitness reports, Mr. Woods quickly took hold, and has been performing his new responsibilities in an exemplary manner. Despite the volume and variety of files with which he was required to become familiar, early on he systematically began cleaning out, consolidating, and retiring files as appropriate, reorganizing and updating the indexing system for individual and project files, and redistributing employee workloads. He also reorganized the placement of file machinery, desks, and service counter to achieve greater employee comfort and efficiency in the utilization of personnel. Although his task as Staff Security Officer is a secondary function, he also reorganized, simplified and re-wrote the security check and duty officer roster procedures.

Indicative of the work which he supervises are selected Registry statistics for May 1974: 7015 documents filed, 8200 files pulled (and re-filed) for Staff officers' use, 6642 cables processed and distributed, 9900 facility and name searches, 2353 documents logged, 833 index cards made and filed, and 200 new files opened. During his nine months with CCS, Mr. Woods not only has had to learn the CCS "system" himself,

SECTION E CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
10 mos		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
25 June 1974	DC/CCS	Carter H. Yates

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED / HAVE NOT ATTACHED (X)	25 June 74	James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

In the relatively short period of his assignment to CCS, Mr. Woods has completely lived up to his advance billing as reflected in past fitness reports. Mr. Yates has provided the specifics of Mr. Woods' accomplishments and has left me only to say that Mr. Woods is a first class professional Records Officer and supervisor who fully deserves an overall rating of Strong.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
1 Jul 74	C/CCS	Erich W. Isenstead

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE	SIGNATURE OF EMPLOYEE
	1 Jul 74	[illegible]

CLASSIFICATION

SECRET

Fitness Report   Woods, James D.   010032

SECTION D NARRATIVE COMMENTS (continued)

but has been required, due to a turnover in personnel, to train three new Records Clerks.

Courses taken since the start of his tour with CCS include Operational Records I and III, ADP I, Forms Management Seminar, and Forms Analysis and Design Workshop.

Mr. Woods has proved to be a conscientious, hard-working and thoughtful records manager and supervisor, and CCS is glad to have him aboard. I am sure that the next records inventory will provide statistical evidence of his abilities as a "housecleaner."

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SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb 28	M	GS-11	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Officer	DDO/EUR	Rome

9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
CAREER		INITIAL	
RESERVE		X REASSIGNMENT SUPERVISOR	
TEMPORARY		X ANNUAL	
CAREER-PROVISIONAL (See instructions - Section C)		X REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):		SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 June 72 -31 May 73

SECTION B — PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Station Records Management and Control Officer - responsible for the mediation, preparation, implementation and control of the Records Management Program.	O
SPECIFIC DUTY NO. 2: Chief of Registry Section - in this capacity he supervises one employee in the processing and pouching of all dispatch and other correspondence; serves as the cable analyst, processing ~~and distributing all cable traffic; and serves as Top Secret~~ Control Officer.	S
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	O

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SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer has continued to perform with a high degree of effectiveness and accomplishment. He has concentrated on improving our records holding standards and on purging irrelevant and out dated files. In May 1972 he began a monthly series of progress reports for the Chief of Station outlining the month's accomplishments. Copies of these reports through January 1973 were sent to Hqs in OIRT-18014 and 18015, dated 9 Feb 73. These reports clearly show this officer's focus on records management activities, his ingenuity and agressiveness in launching programs of review of files and his tireless efforts in reducing Station holdings to a practical and useable minimum. His records inventory as of September 1972, reporting a total reduction in excess of 85 feet, speaks for itself. His next report also promises to show dramatic reductions.

This officer shows a sense of professional responsibility and determination in the oft neglected function of records management, deeper and more intense than any other witnessed by the rating officer in his career. He performs his other duties as Chief, Registry with an equally high degree of effectiveness. Subject officer may have been inadvertently hiding his talents under the proverbial bushel basket by having remained in the field for so long. It is the rater's hope that Hqs now has focussed on him and has discovered his potential for greater responsibilities. The records in this Station are tremendously improved for his having had a tour in Rome. We are certainly glad he came.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE: 30 April 1973	SIGNATURE OF EMPLOYEE: /s/ James B. Woods	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 23 May 1973	OFFICIAL TITLE OF SUPERVISOR: Admin Officer	TYPED OR PRINTED NAME AND SIGNATURE: /s/ Thomas McKinley
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

This officer has been remarkably effective during his tour in Rome. While we are very sorry to lose him, there is no question that his formidable talents should be used on a much broader range of records management and related problems than could be done in this Station. His next assignment in Headquarters appears to give him that additional scope. We are glad that he served in Rome and that during this tour here he received a well-deserved promotion. Rome Station's records have improved considerably as a result of this officer's tour here. I am in full agreement with the above comments and ratings.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 May 1973	Ops Officer	/s/ William Acon, Jr.

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb 28	M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Officer	DDP/EUR/I	Rome

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER	RESERVE	TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)		
	SPECIAL (Specify):		

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.: 31 July 1972

12. REPORTING PERIOD (From- to-): 1 October 1971 - 31 May 1972

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M-Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P-Proficient — Performance is satisfactory. Desired results are being produced in the manner expected.

S-Strong — Performance is characterized by exceptional proficiency.

O-Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and in the performance of other registry duties.	O
SPECIFIC DUTY NO. 2: Station Records Officer - Responsible for the Station's Record Management Program.	O
SPECIFIC DUTY NO. 3: Cable Analyst - Processes and distributes all incoming and outgoing cable traffic.	S
SPECIFIC DUTY NO. 4: Top Secret Control Officer.	S
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

21 AUG 1972

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	O

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SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer's performance over the past year has been outstanding. He is a skilled professional records manager, an indefatigable worker and a highly imaginative and efficient supervisor. Since his last Fitness Report he has directed a TDY team of records officers in a concentrated program of records reduction. He devised the program and supervised its execution with most effective results. This officer is a driver and a doer. He constantly strives to improve the Station's records management posture and follows up with procedures designed to maintain the gains achieved by his efforts. It is highly gratifying and stimulating to work with him. He sees the broad dimensions of the task at hand and focuses constantly on improving the system. This quality convinces the rater that he is capable of greater responsibilities in a position of broader scope. I recommend that Headquarters begin to plan for the utilization of this officer on the completion of his tour of duty in Rome. He should be placed in a Headquarters position in which his skills and broad experience can be fully used and in which he can achieve the professional growth of which he is both capable and deserving.

SECTION D	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
DATE: 17 July 1972	SIGNATURE OF EMPLOYEE: /s/ James S. Woods

2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 17 July 1972	OFFICIAL TITLE OF SUPERVISOR: Admin Officer	TYPED OR PRINTED NAME AND SIGNATURE: /s/ Thomas McKinley

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the comments of the rating officer and believe the overall outstanding rating is well deserved. Subject is a first-rate Records Management officer - deeply interested in his work, conscientious in the extreme and always looking for an innovative approach that will upgrade the functioning of Registry and better serve Station needs. Without losing sight of the unending pressure to reduce and periodically reorder the Station's holdings, this officer avoids assuming attitudes that are cast in cement. He works with the Branches and individual officers in solving problems rationally. He is unfailingly pleasant and courteous and is well-liked by all. The Station is fortunate to have him.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 July 1972	DCOS	/s/ Joseph A DiStefano

SECRET

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ON duty

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb. '28	M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Off	DDP/EUR/I	Rome

9. CHECK (X) TYPE OF APPOINTMENT

- X CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See instructions - Section C)
- SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT

- INITIAL
- REASSIGNMENT SUPERVISOR
- X ANNUAL
- REASSIGNMENT EMPLOYEE
- SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 4 July 1971-30 September 1971

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M-Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P-Proficient — Performance is satisfactory. Desired results are being produced in the manner expected.

S-Strong — Performance is characterized by exceptional proficiency.

O-Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and other registry duties.	S
SPECIFIC DUTY NO. 2: Station Records Officer - Responsible for the Station's record program and to give guidance and/or assist the Station officers when called upon to do so.	S
SPECIFIC DUTY NO. 3: Cable Analyst - Process and distribute all incoming and outgoing cable traffic, this includes maintenance of the chrono files.	S
SPECIFIC DUTY NO. 4: Top Secret Control Officer.	P
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

21 OCT 1971

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

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SECRET

GROUP 1

Reviewed by OP/SPD/PPB

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

I have worked with this officer just 2½ months, but this has been long enough to satisfy me that he is above average in registry work. He is a very knowledgeable registry technician, but most important, he is aggressive and imaginative in devising new procedures, or revising old ones to improve the quality of registry service to this Station. He is affable in dealing with his peers and confident and persuasive in dealing with the senior management of this Station. Shortly after his arrival he took over the analysing and distribution of the cables, and prepared a Station procedure for this purpose. Immediately following that, he devised a new procedure for handling correspondence and installed it. He had reviewed the multitudinous files at this Station and has plans to trim them back to more reasonable and appropriate dimensions. In every respect, this officer has taken charge of the function he is here to perform, and has devoted a great deal of time, thought and effort to improve it. We are indeed satisfied with his performance.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
4 October 1971	/s/ James S. Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
2½ months	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
4 October 1971	Chief, Support	/s/ Thomas McKinley

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Since I have just arrived at the Station I have not had an opportunity to observe this officer's performance. However, I respect the rating officer's judgment, which in this case coincides with other favorable comments I have heard about the Subject. I therefore defer to the rating officer's evaluation.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
4 October 1971	Deputy Chief of Station	/s/ Joseph A. Distefano

SECRET
(When Filled In)

FITNESS REPORT	EMPLOYEE SERIAL NUMBER 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
WOODS James S	20 Feb. 1923	M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Adm. Officer	DDP/EUR/Italian	Rome, Italy

9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT
CAREER / RESERVE / TEMPORARY	INITIAL / REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)	ANNUAL / x REASSIGNMENT EMPLOYEE
SPECIAL (Specify):	x SPECIAL (Specify): Promotion
11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-) 1 January 1971 - 30 May 1971

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M-Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P-Proficient — Performance is satisfactory. Desired results are being produced in the manner expected.

S-Strong — Performance is characterized by exceptional proficiency.

O-Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Reviewed, retired and rationalized Italian Branch Files and explained same system to Branch personnel	O
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

3 AUG 1971

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	O

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Reviewed by OP/SPD/PPB

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Woods first made a survey of the Augean stable that the Italian Branch files had become over many years of shifts in personnel and changes of direction. He then reviewed, downgraded, and retired approximately 350 Top Secret documents with appropriate Project and Subject files and copies destroyed. At the completion of this there was not one Top Secret document on the Branch. He devised, gained approval from FI/D, and carried out a new procedure for the downgrading of TYLOTE material from Top Secret to Secret so that it could be retired. He retired approximately 60 Project, 25 Subject, and fifty 201 files. He surveyed the Communist Party of Italy files and discovered that there were a total of 93 of which 19 were already closed. He closed 47 of the remainder and left 25 open and arranged for RID/ARD to retire all the material in the open files prior to 1 January 1971. He closed and retired Pian files dating back to the early 1950's. All in all, out of 76 feet of safe space filled with CS material, he retired 36 feet of files leaving a catalogue of where everything is or has been sent. A remarkable record (and done with a minimum of fuss and Branch dislocation)!

What he did in such a short time speaks eloquently of how he went about his duties for which see the accompanying memorandum of recommendation for promotion. Reporting officer has known him over fourteen years and has the unvarying impression of him as a quietly competent, diligent, reliable, self-reliant individual.

/continued/

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE: Subject now in Rome Station	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 4 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: See above	
DATE: 27 July 1971	OFFICIAL TITLE OF SUPERVISOR: ADC/EUR/Italy	TYPED OR PRINTED NAME AND SIGNATURE: R. Campbell James
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL: I concur in the above evaluation. Subject turned in a most impressive performance during his brief time on the Italian Branch. Largely as a result of his enthusiasm and initiative, the Branch was able to achieve what had never been accomplished before: a complete overhaul, cleaning, purging, and restructuring of its filing system. To his credit, Subject has a keen appreciation for operational requirements and all of this work was done without sacrificing the future utilization of information acquired in the past; on the contrary, the efficient use of this material has been so enhanced that it will surely be reflected in our future operations. Mr. Woods has a unique contribution to make in Rome or any other place he is assigned. The Station is fortunate to have him...his presence is sorely needed to do the same thing in Rome that he has just accomplished

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 July 1971	Chief/Italian Branch	Herschel F. Peak

SECRET

SECRET

You give him a job and need not worry about whether or how it will be done.

The job offered no opportunity to observe his supervisory capabilities. He is cost conscious and security conscious.

Fitness Report James S. Woods (continued)

SECTION D.3. (continued)

in Headquarters. The importance of his contribution and his personal initiative and efforts should be rewarded by a promotion.

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb 23	M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Recs Adm Off	DDP/EUR/BCR	London

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
XX	ANNUAL	XX	REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
30 November 1970	30 June 1970 - 18 November 1970

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S-Strong	Performance is characterized by exceptional proficiency.
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Responsible for organization and direct management of the Station Registry	S
SPECIFIC DUTY NO. 2: First-line supervisor for two full-time registry assistants.	S
SPECIFIC DUTY NO. 3: Organizes and implements review and purge of Registry and other Station files.	O
SPECIFIC DUTY NO. 4: Prepares Station notices and outgoing correspondence on Registry matters.	S
SPECIFIC DUTY NO. 5: Maintains and controls case file index and 201 file index.	S
SPECIFIC DUTY NO. 6: Top Secret Control Officer	S

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

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SECRET

Reviewed by OP/SPD/PPB

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

In the four months he has been under my supervision, Subject has demonstrated that he merits in full measure the high opinion of him held by his previous supervisor. Conscientious, careful, fully knowledgeable of Registry procedures he has gone about his day-to-day tasks in an exceptionally proficient way without the need for constant supervision. He is prompt in his response to requests and has an excellent sense of "get the job done". He is an intelligent and concerned supervisor who has been meticulous in keeping his supervisors briefed on personnel and other problems as they have arisen in the Station Registry. He appears fully capable of assuming larger responsibilities in the records field. The rating officer regrets that Subject's family situation precludes his staying for another tour.

SECTION D — **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
17 Nov 1970	James S. Woods

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
4 months		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
17 November 1970	DCOS	/s/ Cameron J. LaClair

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

Although the rating officer is newly arrived in London, he has had numerous opportunities in the past to observe Subject's work and the results he has achieved in reducing London files to manageable proportions. As a result the ratings awarded in this report are endorsed without hesitation.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 November 1970	COS	/s/ Rolfe Kingsley

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb. 23	M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Off	DDP/EUR/BCR	London

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See Instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / X REASSIGNMENT SUPERVISOR / ANNUAL / REASSIGNMENT EMPLOYEE / SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 1 October 1969 - 30 June 1970

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M-Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P-Proficient — Performance is satisfactory. Desired results are being produced in the manner expected.

S-Strong — Performance is characterized by exceptional proficiency.

O-Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Responsible for organization and direct management of station registry.	S
SPECIFIC DUTY NO. 2: First-line supervisor for two full-time and one part-time registry assistants.	S
SPECIFIC DUTY NO. 3: Organizes and implements review and purge of registry and other station files.	O
SPECIFIC DUTY NO. 4: Prepares station notices and outgoing correspondence on registry matters.	S
SPECIFIC DUTY NO. 5: Maintains and controls case file index and 201 file index.	S
SPECIFIC DUTY NO. 6: Top Secret Control Officer.	S

OVERALL PERFORMANCE IN CURRENT POSITION

1 JUL 1970

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

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SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

With about nineteen months experience managing the station registry already under his belt, his usefulness here increases. He continues to demonstrate the same quietly effective leadership and talent for sound organization in his own shop as were noted on the last fitness report.

While maintaining a high standard in the more routine day-to-day services and processes a registry is normally expected to supply, he has also been the catalyst for a thorough, carefully phased and continuing review and, where appropriate, purge of registry and other file holdings. Administering this ambitious reduction program requires sound judgment and experience in handling the detail in our existing records. Subject has these qualities and has achieved impressive results. To complete this task, he has asked to extend his tour here for one year until November 1971 and Headquarters has approved this.

He is invariably completely responsive to guidance from the DCOS, his immediate supervisor, and conscientiously seeks to achieve the work goals which are identified during our occasional accomplishment and performance consultations. The spirit of cooperation with which he deals with other station personnel is equally commendable.

No criticism can be made of his security and cover deportment.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
18 June 1970	/s/ James S. Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
18 June 1970	DCOS	/s/ David Whipple

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur entirely with this favorable assessment. Subject has been a dedicated and conscientious supervisor of his office. His achievements have been quite measurable and specific, as described in the above report. On the basis of his performance here, Subject should have excellent career prospects for further growth in his chosen field.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
22 June 1970	COS	/s/ Bronson Tweedy

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
WOODS, James S.	20 Feb 23	M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Officer	DDP/EUR/BCR	London

9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT	
CAREER	RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)			X ANNUAL	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):			SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 October 1969	18 November 1968-30 September 1969

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Responsible for organization and direct management of Station Registry.	S
SPECIFIC DUTY NO. 2: First-line supervisor for at first three, later two, full-time Registry personnel and one part-time Registry assistant.	S
SPECIFIC DUTY NO. 3: Provides informal training and guidance to some Station officers and secretaries on records procedures.	S
SPECIFIC DUTY NO. 4: Prepares Station Notices and outgoing correspondence on Registry matters.	P
SPECIFIC DUTY NO. 5: Maintains and controls case file index and 201 file index.	S
SPECIFIC DUTY NO. 6: Top Secret control officer	S

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

He arrived ten months ago at this post with considerable experience in Registry work at Headquarters and at other field stations and with a thorough understanding of how a Station Registry should be organized and run. He immediately put this understanding to good use. While maintaining the overall efficiency of Registry programs already in effect when he took over, he enthusiastically began a carefully-planned and continuing effort to further reduce less than essential Registry paper holdings with results which are already impressive. His suggestions on new procedures designed to conserve space and man-power are usually imaginative and practical.

He himself is a remarkably well-organized, conscientious and cooperative person.

He has had to undertake his improvements while accommodating to the loss of one Registry slot which fell victim to a Foreign Service reductions program. Primarily due to his managerial talents, the Registry has been made to carry on almost as well with three regulars as with the previous four. Although his people are increasingly hard-worked, their morale is high. He himself appears to be a glutton for work but his Registry is obviously a happy shop.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
9 October 1969	/s/ James S. Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
9 October 1969		/s/ David D. Whipple

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur with this very favorable assessment. Subject has a real talent for work in his chosen field and his professional accomplishments here have been impressive. Subject's career should be watched with care and there should be room for considerable advancement in the Records Management end of our business.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
5 November 1969		/s/ Bronson Tweedy

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb 28	M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Of	DDP/FE/VNO	Vietnam

9. CHECK (X) TYPE OF APPOINTMENT

	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL	X	REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	5 March 1968 - 5 October 1968

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief Station Registry DC 52	O
SPECIFIC DUTY NO. 2: Management and training of personnel under his supervision	S
SPECIFIC DUTY NO. 3: Scheduling of routine and exceptional work assigned to his unit.	O
SPECIFIC DUTY NO. 4: Preparation of routine and other reports on the activities of his Section.	S
SPECIFIC DUTY NO. 5: Overall Security of Registry operations	S
SPECIFIC DUTY NO. 6: 8 Oct 1968 RK	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

14-00000

SECRET
(When Filled In)

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This is Subject's final Fitness Report as Chief, Registry at Vietnam Station. He has worked long and hard but can look with pride at the many accomplishments that he has effected during his tenure. He will depart leaving a sound and well-functioning organization. His planning has been effective and his cross-training and development of the personnel under his supervision have been fully productive.

During this period, his unit has experienced heavy increases in workload and assumed new or additional functions with no reduction in the service provided to Station components.

Subject has been responsible for many work saving innovations, procedural changes and a thorough updating and revamping of the highly important registry reference records.

The personnel under his supervision display enthusiasm and dedication in their work. Their pleasant manner is a reflection of Subject's management ability.

Subject performs his managerial and supervisory duties in a highly professional manner. He knows systems, writes lucid and concise procedures and reacts positively to situations. He is a "Doer".

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
2? Sept 1968	/s/James S. Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
14		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 Sept 1968	Records Admin Officer	/s/John K. Smith

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the ratings and comments of the Rating Officer.

Subject has been most amenable and responsive to positive direction.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 Sept 1968	Ops Officer	/s/Vincent M. Lockhart

SECRET

NARRATIVE COMMENTS, Section C. (Continued)

I have enjoyed serving with Subject, wish him success at his next post and look forward to serving with him again.

Subject is cost conscious.

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb 28	M	GS-9	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Officer	DDP/FE/VNO	Vietnam

9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT
X CAREER / RESERVE / TEMPORARY	INITIAL / REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)	ANNUAL / REASSIGNMENT EMPLOYEE
SPECIAL (Specify):	X SPECIAL (Specify): Promotion
11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-) 1 October 67 - 31 March 68

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief Station Registry	S
SPECIFIC DUTY NO. 2: Management and training of Personnel under his supervision	P
SPECIFIC DUTY NO. 3: Scheduling of routine and exceptional work assigned to his unit	O
SPECIFIC DUTY NO. 4: Preparation of routine and other reports on the activities of his Section	S
SPECIFIC DUTY NO. 5: Overall Security of Registry operations	P
SPECIFIC DUTY NO. 6:	

20 MAY 1968

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

14-00000

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject has done an excellent job in organizing the layout and arranging the work flow in the new Station Registry. As a result, his unit has been operating on a fully effective and productive basis, even during the recent emergency when certain workloads increased several hundred per cent. In operation and physical appearance the Station Registry may be considered a model registry.

He is very cooperative and works well with other offices in solving mutual problems or setting up new requirements.

Subject is industrious and dedicated and willingly works long hours to meet the daily demands of his position. He performed in an exemplary manner while working for an extended period under stress during the recent emergency.

Subject is a pleasant, dependable individual who is anxious to do the best job possible in a demanding and vital position at the Station.

He is properly cost conscious in the use of personnel, space and equipment.

SECTION D	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE

2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 8 mos	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: Subject has not reviewed this report inasmuch as it recommends him for promotion.	
DATE: 5 March 1968	OFFICIAL TITLE OF SUPERVISOR: Records Admin Officer	TYPED OR PRINTED NAME AND SIGNATURE: /s/John K. Smith

3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL		
DATE: 5 March 1968	OFFICIAL TITLE OF REVIEWING OFFICIAL: Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE: /s/Vincent Lockhart

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	Woods, James S.
2. DATE OF BIRTH	20 Feb. '28
3. SEX	M
4. GRADE	GS-9
5. SD	D
6. OFFICIAL POSITION TITLE	Records Admin Of
7. OFF/DIV/BR OF ASSIGNMENT	DDP/FE/VNO
8. CURRENT STATION	Vietnam
9. CHECK (X) TYPE OF APPOINTMENT	CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):
10. CHECK (X) TYPE OF REPORT	INITIAL / X ANNUAL / SPECIAL (Specify): / REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.	
12. REPORTING PERIOD (From- to-)	10 May 1967 - 30 Sep. 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief, Station Registry Section	P
SPECIFIC DUTY NO. 2: Management and training of personnel under his supervision	A
SPECIFIC DUTY NO. 3: Scheduling of routine and exceptional work assigned to his unit.	S
SPECIFIC DUTY NO. 4: Preparation of routine and other reports on the activities of his Section.	P
SPECIFIC DUTY NO. 5: Overall security of Registry operations.	A
SPECIFIC DUTY NO. 6:	

29 NOV 1967

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: P

FORM 4-66 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject is responsible for the supervision and operation of one of the more diversified and complex field registry operations in the Organization. He is thoroughly knowledgeable and experienced in registry practices. Subject is a dedicated and hard working officer who will apply himself diligently to individual registry activities. Such diligent application occasionally causes him to overlook his overall supervisory role, the supervision and management of eleven personnel and the responsibility for providing a wide variety of services, locally and in-country. In the press of his activities, he does not always employ a high degree of tact in dealing with his subordinates. In this context it should be noted that he is performing proficiently in a position well above his present grade level.

During the past several months, the Section has undergone several changes and assumed additional functions under his guidance.

Subject is cost conscious in the use of supplies and equipment in his Section.

Subject is attending evening courses leading toward his degree to further himself professionally.

SECTION D	CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
14 Aug 1967	/s/James S. Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
14 Oct 1967	Records Admin Officer	/s/John K. Smith

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the ratings and comments of the supervisor. In fairness to the employee, it should be noted that the supervisor is a conscientious and conservative rater.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 Oct 1967	Ops Officer	/s/Vincent M. Lockhart

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A	GENERAL			
1. NAME (Last) (First) (Middle): Woods, James S.	2. DATE OF BIRTH: 20 Feb. 28	3. SEX: M	4. GRADE: GS 9	5. SD: D
6. OFFICIAL POSITION TITLE: Records Admin Officer	7. OFF/DIV/BR OF ASSIGNMENT: DDP/FE/VNO		8. CURRENT STATION: VIETNAM	

9. CHECK (X) TYPE OF APPOINTMENT

	CAREER		RESERVE	TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)			
	SPECIAL (Specify):			

10. CHECK (X) TYPE OF REPORT

	INITIAL	X	REASSIGNMENT SUPERVISOR
	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 14 Jan 67 - 9 May 67

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Chief, Registry with supervisory responsibility for 8 employees.	S
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

28 JUN 1967

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 4-65 45 USE PREVIOUS EDITIONS

SECRET

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

JUN 12 10 44 AM '67

Although Subject has been at the Station for only a few months, he quickly established himself as a formidable leader in a very large Registry operation. He is resourceful and constantly strives to improve office procedures in order to increase efficiency and provide better service. He is an old hand in the Registry field, well indoctrinated in proper procedure and knows when and how to adjust to meet changing situations.

Subject effectively supervises 8 employees and displays cost consciousness in the management and operation of his office.

SECTION D.	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 8 May 1967	SIGNATURE OF EMPLOYEE /s/James S. Woods

2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 4	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 8 May 1967	OFFICIAL TITLE OF SUPERVISOR Records Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/Richard Richardson

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur with rating and narrative comments. Subject is employing in this position his cumulative experience as a Registry supervisor at previous posts. Subject has contributed to the improvement of Registry procedures and in-country courier system of this large and fast moving station.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
15 May 1967	Ops Officer	/s/Terry T. Shima

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
WOODS JAMES	20 Feb 28	M	GS-9	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intel. Analyst - CH	DDP/FE/Pers/JKO	Tokyo

9. CHECK (X) TYPE OF APPOINTMENT

CAREER	RESERVE	TEMPORARY	
CAREER-PROVISIONAL (See instructions - Section C)			
SPECIAL (Specify):			

10. CHECK (X) TYPE OF REPORT

	INITIAL	XX	REASSIGNMENT SUPERVISOR
	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 30 Sept 65 - 1 Sept 1966

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.	O
SPECIFIC DUTY NO. 2: Supervises six Registry employees	S
SPECIFIC DUTY NO. 3: Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.	S
SPECIFIC DUTY NO. 4: Supervises the analysis and distribution of incoming and outgoing cables.	S
SPECIFIC DUTY NO. 5: Supervises the operation of the Station Flexowriters.	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

06 SEP 1966

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SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

OFFICE ... SEP 1 3 30 PM '66

FOSHAG has continued to perform at a "Strong" level. He is a fine supervisor and thereby gets maximum performance from his staff which is too small to handle a work load which has constantly increased over the past year. He is cost conscious in funds material and also strives to stream-line and improve the functioning of the Registry and its related functions.

FOSHAG has twice been recommended for promotion. He definitely deserves it and should be assigned next to a position above his present rating.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 15 August 1966	SIGNATURE OF EMPLOYEE James Woods /S/	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 14	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 16 August 1966	OFFICIAL TITLE OF SUPERVISOR OPS. Officer	TYPED OR PRINTED NAME AND SIGNATURE Kenneth Miller /S/
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL Concur in above rating.		
DATE 17 August 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE William S. Nelson /S/

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	Woods, James S.
2. DATE OF BIRTH	20 Feb 28
3. SEX	M
4. GRADE	GS-09
5. SD	D
6. OFFICIAL POSITION TITLE	Intel Analyst Ch
7. OFF/DIV/BR OF ASSIGNMENT	DDP/FE/JKO
8. CURRENT STATION	Tokyo
9. CHECK (X) TYPE OF APPOINTMENT	CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify)
10. CHECK (X) TYPE OF REPORT	INITIAL / X ANNUAL / SPECIAL (Specify) / REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.	NOV 30 1965
12. REPORTING PERIOD (From- to-)	1 July - 30 September 1965

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.	O
SPECIFIC DUTY NO. 2: Supervises six Registry employees	S
SPECIFIC DUTY NO. 3: Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.	S
SPECIFIC DUTY NO. 4: Analyze and distribute all incoming and outgoing Station cables.	O
SPECIFIC DUTY NO. 5: Supervise the operation of the Station Flexowriter.	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

15 DEC 1965

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS. SECRET

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

DEC 15 9 21 AM '65

Woods

During the four months [redacted] has been under my supervision he has demonstrated very real supervisory ability and a talent for getting maximum performance from a small staff which handles an increasingly large volume of work. He has also shown his ability to cut the costs of his operation.

Woods

[redacted] not only runs a most efficient Registry but is also constantly seeking ways to improve and stream-line its operation. He is a man who takes such interest in his job that his ideas and plans for improvement are carefully worked out and sound.

Though I have observed his work for only four months, I believe his over-all performance is "Strong" and close to "Outstanding." He has been recommended for promotion. He deserves it.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
27 October 1965	/s/ James S. Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
4		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 October 1965	Ops Officer	/s/ Kenneth P. Miller

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with his supervisor that Subject is unusually competent in his field and fully deserving of a "Strong" rating. Subject displays unflagging enthusiasm for his job and constantly tries to improve his operation. He has displayed a high degree of imagination and inventiveness in making changes in our over-all CRR set-up. He very definitely deserves promotion.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
2 November 1965	DCOS	/s/ Horace Z. Feldman

SECRET

13711

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb 1923	M	GS-09	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intel Analyst Gen	DDP/FE	Tokyo

9. CHECK (X) TYPE OF APPOINTMENT: X CAREER | RESERVE | TEMPORARY | CAREER-PROVISIONAL (See instructions - Section C) | SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL | X REASSIGNMENT SUPERVISOR | ANNUAL | REASSIGNMENT EMPLOYEE | SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 1 October 1964 - 30 June 1965

SECTION B — PERFORMANCE EVALUATION

W - **Weak** — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - **Adequate** — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - **Proficient** — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - **Strong** — Performance is characterized by exceptional proficiency.

O - **Outstanding** — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station	S
SPECIFIC DUTY NO. 2: Supervises six Registry employees	S
SPECIFIC DUTY NO. 3: Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station	S
SPECIFIC DUTY NO. 4: Analyzes and distributes all incoming and outgoing Station cables	O
SPECIFIC DUTY NO. 5: Supervises the Station Flexowriter	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

29 JUN 1965

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

JUN 29 9 07 AM '65

As Chief of the Station Registry this employee continues to perform at an exceptionally proficient level with little supervision from his supervisor. His supervisor is being reassigned and is scheduled to be replaced by another officer who will necessarily need several months to become knowledgeable of Registry activities. However there is no concern that the flow of paper and the maintenance of accurate records will be affected due to the turnover of supervisors. This employee continues to use his native ingenuity and high standards of achievement to ensure that his office continues to be a well run and efficient unit. He continues to ensure that no government funds are wasted, even to the extent of arranging for the construction of certain modifications to the Registry office by Registry employees at little cost to the Government. This employee has been performing at a level above his present GS-09 grade. As recommended in November 1964, it is reconfirmed that this employee should be promoted to the next higher grade at the earliest possible opportunity.

SECTION D	CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
4 June 65	/s/ James S. Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
45		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
4 June 65	Ops Officer	/s/ Frederick Randall

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Subject takes his job seriously and performs it in strong fashion. I would say that he displays more energy, interest, and continuing attention than just about anyone else I've seen in registry-type work.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 June 65	DCOS	/s/ Horace Z. Feldman

SECRET

14-00000

SECRET (When Filled In) Attachment No. _ to FJLI 22242

FITNESS REPORT

EMPLOYEE SERIAL NUMBER	010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb 23	M	GS-09	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intel Analyst Gen	DDP/FE/JKO	Tokyo

9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
X	CAREER	RESERVE / TEMPORARY		INITIAL	REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See instructions - Section C)		X	ANNUAL	REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):			SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
30 Nov 64	1 October 1963 - 30 September 1964

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station	S
SPECIFIC DUTY NO. 2: Supervises six Registry employees	S
SPECIFIC DUTY NO. 3: Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station	S
SPECIFIC DUTY NO. 4: Analyzes and distributes all incoming and outgoing Station cables	S
SPECIFIC DUTY NO. 5: Supervises the Station Flexowriter	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

16 DEC 1964

FORM 4-64 45 OBSOLETE PREVIOUS EDITIONS. SECRET

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

This employee continues to be Chief of the Station Registry. During the past year his level of performance can be properly evaluated as exceptionally proficient. He continues to welcome hard work, is not bothered by constantly changing deadlines and is able to fill in for any absent member of his unit, and keep up his own work as well. He is quite conscious of the value of Government personnel and materiel, and does everything in his power to conserve these resources. He continues to come up with new ideas on how to perform his functions in a more efficient and effective manner. This results in benefits to the entire Station. It is regretable that the position this employee fills does not allow for promotion since he has been performing at a level above his present grade for several years.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 1 Oct 64	SIGNATURE OF EMPLOYEE /s/ James S. Woods	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 1 Oct 64	OFFICIAL TITLE OF SUPERVISOR Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/ Frederick Randall
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

I fully concur with the rater's comments and sentiments. I have known this employee for a number of years during which time he has evidenced real growth in self-sufficiency and also in the handling of his responsibilities as a supervisor.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
29 Oct 64	COS	/s/ William V. Broe

SECRET

14-00000

ATT TO FJTT-10860

CONFIDENTIAL
SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 10032

SECTION A — GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods,	James	S.	20 Feb 28	M	GS-09	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intel Analyst Gen	DDP/FE/JKO	Tokyo

9. CHECK (X) TYPE OF APPOINTMENT: XX CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See instructions - Section C); SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL; REASSIGNMENT SUPERVISOR; X ANNUAL; REASSIGNMENT EMPLOYEE; SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 30 November 1963

12. REPORTING PERIOD (From- to-): 1 Oct 62-30 Sep 63

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.	S
SPECIFIC DUTY NO. 2: Supervises six Registry employees	P
SPECIFIC DUTY NO. 3: Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.	P
SPECIFIC DUTY NO. 4: Analyzes and distributes all incoming and outgoing Station cables.	P
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

30 SEP 1963

CONFIDENTIAL
SECRET

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

As Chief of the Tokyo Station Registry, this employee has performed at a level of exceptional proficiency for the past year. He welcomes hard work, is able to fill in for any absent member of his unit and keep up his own work as well. He continues to bring up ideas for the improvement of his unit. These have been particularly welcome during the past year in view of the impending move of the Registry to a new location at Fuchu Air Station. The slight tendency to be arbitrary mentioned in the last fitness report has been eliminated during this reporting period. In view of this employees strong performance over the past year, he is being recommended for promotion to GS-10.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
10 Sept. 63	/s/ James S. Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
10 Sept. 63	Chief, Ops Support Staff	/s/ Frederick Randall

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in this rating and add that this employee has not let the very serious personal problems thrust upon him during this period interfere in any way with his consistently dependable performance. In this key role, in any station of this size, dependability, reliability, and confidence are "musts" and while there are quite naturally small aggravating incidents of mis-routing or mis-direction of documents, I have been struck by the lack of them here, because ratee has the "must" qualities. His performance certainly warrants favorable consideration of the projected promotion action.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
11 September 63	Deputy Chief of Station	Robert Wheeler /s/

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
WOODS, James S.	20 Feb 28	M	GS-9	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intel Analyst	DDP/FE	TOKYO

9. CHECK (X) TYPE OF APPOINTMENT

CAREER		RESERVE		TEMPORARY
CAREER-PROVISIONAL (See instructions - Section C)				
SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-) 1 Oct 61 - 30 Sept 62

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of Central Registry and Records with responsibility for the receipt, analysis and routing of all incoming and outgoing cables, dispatches and memoranda of the Station, including all other organizations corresponding with the Station.	P
SPECIFIC DUTY NO. 2: Supervises four Registry employees.	P
SPECIFIC DUTY NO. 3: Supervises a courier service which distributes correspondence to the five geographically separated elements of the Station.	P
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: P

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

As the Chief of the Tokyo Registry this employee has performed well. He has abundant energy and constantly comes up with ideas for the improvement of the efficiency of his unit. He welcomes hard work and is able to fill in and take over any job in his unit and keep up with his own duties as well. As a supervisor, he has a slight tendency to be arbitrary when convinced he is right. This may be due to the fact that the Registry frequently operates under conditions of pressure due to the recent reorganization, reduction, and relocation of the Station. The Station has been required to get the job done with fewer people and under more difficult working conditions.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
25 Oct. 1962	James S. Woods /s/

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
		Frederick Randall

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Subject has done and continues to do well what is expected of him. In amplification of the last sentence of the rater's comments (Section C) Subject has made the adjustment to "fewer people" and "more difficult working conditions" quite well, without trouble and more importantly with no impediment to the CRK service.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 Oct 1962		Robert P. Wheeler

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: CSPD

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
Woods, James	20 Feb 28	M	GS-9

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	Ops Officer	TOKYO STATION

8. CAREER STAFF STATUS

NOT ELIGIBLE	MEMBER	DEFERRED	
PENDING	DECLINED	DENIED	

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From To	SPECIAL (Specify)
	15 Apr 61-30 Sep 61	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise *(indicate number of employees supervised).*

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.
Chief of local registry, supervising four persons.	4		
SPECIFIC DUTY NO. 2	RATING NO.	SPECIFIC DUTY NO. 5	RATING NO.
SPECIFIC DUTY NO. 3	RATING NO.	SPECIFIC DUTY NO. 6	RATING NO.

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 4

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE					X		
RESOURCEFUL					X		
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X		
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE		X					
WRITES EFFECTIVELY		X					
SECURITY CONSCIOUS						X	
THINKS CLEARLY					X		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET
(When Filled In)

OFFICE OF PERSONNEL
MAIL ROOM

SECTION E	NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide best basis for determining future personnel actions.

Ratee has been in charge of station registry since 2? Apr [illegible]. This has been a period of dramatic change in the station and especially in our paper management. He has responded well to these changes and shows a degree of adaptability that bodes well. His handling of our recent "holdings" inventory, his unceasing efforts to reduce unnecessary holdings, and his knowledge of his business (RI) have made him a valued addition to our shrinking team. In this short rating period there has been little opportunity for me to observe his supervisory abilities, but the lack of any problem on this count coming to my attention means to me that he is doing well. Another six months should tell us more on this score.

SECTION F	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE: 6 Oct 61	SIGNATURE OF EMPLOYEE: Signed	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DATE: 6 Oct 61	OFFICIAL TITLE OF SUPERVISOR: Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE: Wheeler, Robert P.
3.	BY REVIEWING OFFICIAL	
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE: 6 Oct 61	OFFICIAL TITLE OF REVIEWING OFFICIAL: Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE: Wheeler, Robert P.

SECRET

14-00000

SECRET
(When Filled In)

20 DEC 1960

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
110032

SECTION A — GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
WOODS	James	S.	20 February 1928	M	GS-9

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
DI	Records Management Officer	DDP/FE/Secretariat

8. CAREER STAFF STATUS

	NOT ELIGIBLE	X	MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE

SPECIAL (Specify):

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD
31 October 1960	From Sep 59 – To 30 Sep 60

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
NO. 1 Liaison with RID, DDP/RMO, DDP/MMU, other Division records officers, etc., re implementation of DDP records management program	6	NO. 4 Assistance to FE personnel in problems of retention and retirement of records	6
NO. 2 Training and assistance to FE personnel in records management procedures	5	NO. 5 Guidance to field records officers	5
NO. 3 Planning and development of Division vital materials program	5	NO. 6 Implementation of various records purges and records programs	5

DC 54

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS							X
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS. SECRET (4)

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is an excellent records officer. His interest in the subject and his perseverance in carrying out tasks connected with it have not only produced results in his own work, but have kindled enthusiasm and interest within the Division in developments in Agency records management. He has been able to improve records within the Division with a great deal of success, and at the same time avoided the usual aversion to records responsibility which too much emphasis on records creates in the case officer. His ability to get along well with others is important in his liaison function.

Mr. Woods' work on the vital materials program in the last year has resulted in a much more realistic program for the Division. The creation and ~~retention~~ up-to-date retention of vital materials has for some time been a problem for which little solution could be found. It appears that the present program will result in vital materials which will be current and usable if needed.

Subject is at present assigned to a part-time detail in MMU. This should help to broaden his knowledge of new approaches in the records field. A/EXO/DDP has expressed his complete satisfaction with the very effective work Mr. Woods is doing on this detail.

Mr. Woods' work during the last year was the basis for a commendation of the Division's records program by COP.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
16 DEC 1960	James S Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
30	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
16 December 1960	C/FE/ESEC	Harriet L. Weller

3. BY REVIEWING OFFICIAL

- [x] I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- [ ] I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	FE/EXO	Orrin R. Magill, Jr.

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: [illegible]

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
[illegible]	20 February 192[illegible]	F	[illegible]

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
DI	Records Mgmt Officer	[illegible]/FE/Secretariat

8. CAREER STAFF STATUS					
	NOT ELIGIBLE	X	MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT			
	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From To	SPECIAL (Specify)
31 October 1959	[illegible] 58 - 30 Sep 59	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise *(indicate number of employees supervised)*.

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1: Liaison with RID, DDP/RMO, DDP/MMU, other Division records officers, etc, re implementation of records mgt program	6	SPECIFIC DUTY NO. 4: Assistance to FE personnel in problems of retention and retirement of records	5
SPECIFIC DUTY NO. 2: Training and assistance for FE personnel in records mgt procedures	4	SPECIFIC DUTY NO. 5: Guidance to field records officers	6
SPECIFIC DUTY NO. 3: Planning and develcpment of Division vital materials program	4	SPECIFIC DUTY NO. 6: Guidance in all records problems	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY					X		
SECURITY CONSCIOUS							X
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

14-00000

OFFICE OF PERSONNEL

SECRET
(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is an excellent records officer. He is enthusiastic about his specialty and works hard at it, putting a great deal of energy into his work.

He is quick and understands records thoroughly. Because of this, he is at times inclined to jump ahead of others in records discussions and should attempt to slow down his approach to the subject to meet the level of persons who do not have the same records background.

Subject could fill any position in the records management field, and should advance quickly. He is interested in developing his capabilities and is at present enrolled in the Writing Workshop with this in mind.

This report has been prepared in accordance with FE Division standards which recognize the ... individual against the group. Thus an "average" rating reflects an entirely satisfactory performance.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
29 Oct 59	James S. Hooker

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
7	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 30 DAYS
- OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 October 1959	C/FE/ESEC	Harriet Weiler

3. BY REVIEWING OFFICIAL

- [x] I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- [ ] I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL: Subject is a promising young records officer. He has demonstrated a capability for growth and for assuming greater responsibility. He is very much interested in records management and wants to make a career of it. His career development should be designed to afford him opportunities for maximum development both in terms of varied Headquarters experience and in field assignments.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	FE/EXO	Orrin R. Magill, Jr.

SECRET

SECRET
(When Filled In) FE-25

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted] Woods James [redacted] B. XXX	20 Feb 38	M	DI

5. OFFICE DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
DDP/ XX FE/PBH/Manila	Records Integ. Anal. 21 August 1958 - 4 Sept 1958

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7		21 August 1958 - 4 September 1958

10. TYPE OF REPORT (Check one): INITIAL [ ] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify) [X] For TDY Period--MELB

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [X] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

Subject left station

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN SECTION D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
18 Sept 1958	[redacted] Collas G. Harris	Chief of Station, Melb

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE
3 NOV 1958

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
-	-	-

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 5

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: This rating covers the period 21 August - 4 September 1958, while subject was in Melbourne surveying Station files and installing new RI standardized filing system.

14-00000

SECRET
(When Filled In)

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

OFFICE OF PERSONNEL

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

OCT 24 2 14 PM '55

MAIL ROOM

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: Installing new RI Filing System	5	SPECIFIC DUTY NO. 4: Develops new Programs	5
SPECIFIC DUTY NO. 2: Surveying Station Files	5	SPECIFIC DUTY NO. 5: Manages Files	5
SPECIFIC DUTY NO. 3: Oral Briefing	5	SPECIFIC DUTY NO. 6:	

D. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job

STRENGTHS: Ability to see another's viewpoint and to work out satisfactory compromises between the RI system and operational requirements of the Melbourne Station.

WEAKNESSES: None observed.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents ...and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 5

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☐ NO. IF YES, EXPLAIN FULLY:

SECRET

14-00000

SECRET
(When Filled In) 25 CWA

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR. This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
XXXXX WOODS James S.	20 Feb. 1928	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Manila	Records Management Analyst

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7		8 December 1957 - September 1958

10. TYPE OF REPORT (Check one)				
		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
		ANNUAL	REASSIGNMENT-EMPLOYEE X	Promotion

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [X] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.
Absent from Station. Will be shown upon return.

A. CHECK (X) APPROPRIATE STATEMENTS:

	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS SEE ATTACHED REPORTS	X	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify): Will upon return to Station.
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
4 Sept 1958	Ray F. Drummond	C/Admin

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE
J.B. [illegible]
[illegible] 10/20/58

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
4 Sept 1958	George E. Aurell	COS

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 5

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS

SECRET
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

OFFICE OF PERSONNEL
OCT 14 9 27 AM '58
MAIL ROOM

DIRECTIONS

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: Supervises 2 Records Mgm. Analysts	5	SPECIFIC DUTY NO. 4: Processes files in accordance with Specific Records System	6
SPECIFIC DUTY NO. 2: Devises Records Systems to suit Station needs.	6	SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 3: Trains Station personnel in Records maintenance.	5	SPECIFIC DUTY NO. 6:	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Strengths: Works hard and fast. Able to analyze problems and organize work of Records Management Team in methodical sequence.

Weakness: No notable weaknesses.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS James S.	20 Feb. 1928	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Manila	Records Management Analyst

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7		8 December 1957 - September 1958

10. TYPE OF REPORT (Check one)						
		INITIAL		REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)
		ANNUAL		REASSIGNMENT-EMPLOYEE	x	Promotion

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
4 Sept. 1958	Ray F. Drummond	C/Admin

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
4 Sept. 1958	George E. Aurell	COS

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 6

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☐ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER

0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	0	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

FORM NO. 45 (Part II) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45a WHICH ARE OBSOLETE

SECRET

Potential (4)

SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
6 months

OFFICE OF PERSONNEL
OCT 14 9 17 AM '58
MAIL ROOM

4. COMMENTS CONCERNING POTENTIAL

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None planned nor available while on current overseas tour.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Subject single and willing serve geographic locations. Believe subject performs best in demanding assignments.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
4	8. HAS MEMORY FOR FACES	3	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	3	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

14-00000

SECRET (6) FF-35 29 SEP

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS James S.			

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
		4 April - 30 June 1958

10. TYPE OF REPORT (Check one): INITIAL / ANNUAL / REASSIGNMENT-SUPERVISOR / REASSIGNMENT-EMPLOYEE / SPECIAL (Specify) T.D.Y.

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [X] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT: Report prepared after subject departed this station

A. CHECK (X) APPROPRIATE STATEMENTS:

	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM-A COPY ATTACHED TO THIS REPORT.
X	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND ~~[illegible]~~ other SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
10 July 1958	Orrin R. Magill, Jr.	

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

	BY	DATE
Posted for ...	2.8.	1 OCT [illegible]
	[signature]	15/10/58

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
	Nicholas A. Natsios	

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 6

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

FORM NO. 45 (Part I) 1 NOV 56 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45a WHICH ARE OBSOLETE. SECRET Performance (4)

SECRET
(When Filled In)

OFFICE OF PERSONNEL
OCT 14 9 31 AM '58
MAIL ROOM

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of that specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: Analysis of records problems and establishing records procedures	6	SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 2: Supervising	6	SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 3: Keeping his owns records and reporting on work progress	5	SPECIFIC DUTY NO. 6	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject analyzed difficult records problems quickly and precisely, discussed his recommendations forcefully and convincingly, and then proceeded to put them into effect with considerable energy. He not only supervised his subordinates effectively so that every minute was productive, but did a good share of the routine work himself, making certain that everything was done precisely as planned.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY....WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE....BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

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SECRET
(When Filled In)

29 SEP [illegible]

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS James S.			

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
		4 April - 30 June 1958

10. TYPE OF REPORT (Check one)		
INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify) T.D.Y.
ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
10 July 1958	~~James~~ Orrin R. Magill, Jr.	

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 July 1958	Nicholas A. Natsios	

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: **6**

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	0	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	0	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
	0	OTHER (Specify)

FORM NO. 45 (Part II) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45a WHICH ARE OBSOLETE. **SECRET** Potential (4)

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SECRET
(When Filled In)

OFFICE OF PERSONNEL

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

Three

4. COMMENTS CONCERNING POTENTIAL

From subject's performance here it appears that his potential in the records management field may be limited only by his lack of formal higher education, and I feel that even in this respect he could overcome this deficiency with some training. His forcefulness and boundless energy would unquestionably inspire any subordinates to higher performance. He has an intense interest in records work and an ability to grasp complex problems and make quick decisions.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	5	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	3	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	X	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS James	20 Feb 1928	M	SD: DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FI RI A&O	GS-0132.35-7 Intel Analyst

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7		21 January 1957 - 15 July 1957

10. TYPE OF REPORT (Check one): [ ] INITIAL [ ] ANNUAL [ ] REASSIGNMENT SUPERVISOR [X] REASSIGNMENT EMPLOYEE [ ] SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [X] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT: Mr. Woods is on temporary duty in Mexico City, Mexico.

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
22 July 1957	James L. Brogdon (signature)	Coordinator, 201 Control Unit, RI/Analysis Section

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

	BY	DATE
Posted Pos. Control	DB	7/23/57
Reviewed by PUD	D. L. REEDY	10-8-57

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
22 July 1957	(signature) ... Murray, Jr.	Supervisor, RI/Analysis Section

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

[ ] INSERT RATING NUMBER

1 - DOES NOT PERFORM DUTIES ADEQUATELY, HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: Mr. Woods departed for temporary duty on 9 Feb 1957. His last Fitness Report was completed on 5 Feb 1957, just prior to his departure. Reports from the station indicates the he is doing a commendable job.

14-00000

AUG 16 3 19 PM '57

SECRET
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES
MAIL ROOM

DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise must be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

SECTION C. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☐ NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS James	20 Feb 1928	M	SD: DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FI RI A&O	OS-0132.35-7 Intel Analyst

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7		21 January 1957 - 15 July 1957

10. TYPE OF REPORT (Check one): [ ] INITIAL [ ] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [X] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: [ ]

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [ ] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER:
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHOSE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
		A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

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(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS [illegible] RATED [illegible] HAS BEEN UNDER YOUR SUPERVISION

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4. COMMENTS CONCERNING POTENTIAL

MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
	1. ABLE TO SEE ANOTHER'S POINT OF VIEW		11. HAS HIGH STANDARDS OF ACCOMPLISHMENT		21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES		12. SHOWS ORIGINALITY		22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
	3. HAS INITIATIVE		13. ACCEPTS RESPONSIBILITIES		23. IS THOUGHTFUL OF OTHERS
	4. IS ANALYTIC IN HIS THINKING		14. ADMITS HIS ERRORS		24. WORKS WELL UNDER PRESSURE
	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS		15. RESPONDS WELL TO SUPERVISION		25. DISPLAYS JUDGEMENT
	6. KNOWS WHEN TO SEEK ASSISTANCE		16. DOES HIS JOB WITHOUT STRONG SUPPORT		26. IS SECURITY CONSCIOUS
	7. CAN GET ALONG WITH PEOPLE		17. COMES UP WITH SOLUTIONS TO PROBLEMS		27. IS VERSATILE
	8. HAS MEMORY FOR FACTS		18. IS OBSERVANT		28. HIS CRITICISM IS CONSTRUCTIVE
	9. GETS THINGS DONE		19. THINKS CLEARLY		29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
	10. CAN COPE WITH EMERGENCIES		20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS		30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS, James S.	20 Feb 1928	M	SD:DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FI RI A&O	GS-0132.35-7 Intel Analyst

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7	21 Jan 57	21 January 1956 - 20 January 1957

10. TYPE OF REPORT (Check one)

	INITIAL		REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
X	ANNUAL		REASSIGNMENT-EMPLOYEE	

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
5 Feb 1957	James L. Brogdon *James L. Brogdon*	Coordinator 201 Control Unit

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT:

Mr. Woods since return from foreign assignment has completed one temporary duty assignment and is preparing for another. He has applied the present headquarters work at the station registry on a standard equating with this evaluation.

	BY	DATE
Posted Pos. Control	*[signature]*	11 FEB 1957
Reviewed by RID	*[signature]*	2-11-57

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Feb 1957	John J. Murray, Jr. *[signature]*	Supervisor, RI/AN Section

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 5

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

FORM NO. 1 NOV 55 45 (Part I) REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE. SECRET Performance (4)

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MAIL ROOM

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: Analysis - subjective analysis of CE, FI and PP material.	5	SPECIFIC DUTY NO. 4: Assignment Management - Organization & scheduling of work.	5
SPECIFIC DUTY NO. 2: Analysis - Quantitative	5	SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 3: Has and uses area knowledge.	4	SPECIFIC DUTY NO. 6:	

C. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

During the short time Mr. Woods has been assigned to this office, he has very quickly grasped the essentials of his assignment; he knows when to seek guidance and is constantly striving to increase his knowledge and understanding of his assignment. He is extremely conscientious, accepts the responsibilities of his job and performs his duties commendably.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 5

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] NO. IF YES, EXPLAIN FULLY:

SECRET

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SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle) WOODS, James S.	2. DATE OF BIRTH 20 Feb 1928	3. SEX M	4. SERVICE DESIGNATION SD:DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FI RI A&O	6. OFFICIAL POSITION TITLE GS-0132.35-7 Intel Analyst		
7. GRADE GS-7	8. DATE REPORT DUE IN OP 21 Jan 57	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 Januar 1956 - 20 January 1957	

10. TYPE OF REPORT (Check one): INITIAL [ ] ; ANNUAL [X] ; REASSIGNMENT-SUPERVISOR [ ] ; REASSIGNMENT-EMPLOYEE [ ] ; SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
5 Feb 1957	James L. Brogdon (signature)	Coordinator 201 Control Unit

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Feb 1957	John J. Murray, Jr. (signature)	Supervisor, RI/Analysis Section

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: **5**

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [ ] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER:
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
	3	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	0	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	0	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	2	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

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(When Filled In)

OFFICE OF PERSONNEL
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3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

Three Months

4. COMMENTS CONCERNING POTENTIAL

Mr. Woods is lacking in formal education, however, he has intelligence, initiative and ability and with continued on-the-job experience is capable of developing into a good supervisor of a section in RI or in operating the Registry Section of a field installation.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Training within the established FI/RI pattern.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	3	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
3	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

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SECRET
(When Filled In)

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

Posted Pos. Control BY uhR DATE 28 MAY 195?

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
James S. Woods	25 Feb. 1928	M	DI

4. GRADE	5. STATION DESIGNATION (Current)
GS-7	KOBA/Hqs

6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)
April 1956	15 April 1955 - 15 April 1956

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Intelligence Analyst - CE	25 September 1954

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Subject is an intelligence analyst in the Personality File Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all KOBA file checks.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
Agnes M. Prime	Paul B. Breitweiser

3. THIS REPORT [X] WAS [ ] WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
1 May '56	William E. Nelson (signature) William E. Nelson, CFE/1

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

FORM NO. 45a REPLACES FORM 45A, 1 SEP 54, WHICH MAY BE USED. 1 FEB 55

SECRET

(4)

OFFICE OF PERSONNEL

SECRET
(When Filled In)

SECTION IV

May 73

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
SAMPLES: A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
SAMPLES: B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.	X													
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.								X						
3. CAUTIOUS IN ACTION.								X						
4. HAS INITIATIVE.											X			
5. UNEMOTIONAL.								X						
6. ANALYTIC IN HIS THINKING.								X						
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.								X						
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.								X						
9. HAS SENSE OF HUMOR.								X						
10. KNOWS WHEN TO SEEK ASSISTANCE.								X						
11. CALM.								X						
12. CAN GET ALONG WITH PEOPLE.								X						
13. MEMORY FOR FACTS.								X						
14. GETS THINGS DONE.											X			
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.									X					
16. CAN COPE WITH EMERGENCIES.									X					
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.										X				
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.										X				
19. HAS WIDE RANGE OF INFORMATION.								X						
20. SHOWS ORIGINALITY.								X						
21. ACCEPTS RESPONSIBILITIES.									X					
22. ADMITS HIS ERRORS.								X						
23. RESPONDS WELL TO SUPERVISION.								X						
24. EVEN DISPOSITION.								X						
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT								X						

SECRET

SECRET
(When Filled In)

26. CAN THINK ON HIS FEET.								X						
27. COMES UP WITH SOLUTIONS TO PROBLEMS.								X						
28. STIMULATING TO ASSOCIATES, A "SPARK PLUG".											X			
29. TOUGH MINDED.								X						
30. OBSERVANT.								X						
31. CAPABLE.								X						
32. CLEAR THINKING.								X						
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.										X				
34. EVALUATES SELF REALISTICALLY.								X						
35. WELL INFORMED ABOUT CURRENT EVENTS.	X													
36. DELIBERATE.								X						
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.								X						
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.									X					
39. THOUGHTFUL OF OTHERS.								X						
40. WORKS WELL UNDER PRESSURE.										X				
41. DISPLAYS JUDGMENT.								X						
42. GIVES CREDIT WHERE CREDIT IS DUE.								X						
43. HAS DRIVE.											X			
44. IS SECURITY CONSCIOUS.											X			
45. VERSATILE.								X						
46. HIS CRITICISM IS CONSTRUCTIVE.								X						
47. ABLE TO INFLUENCE OTHERS.								X						
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.								X						
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.											X			
50. A GOOD SUPERVISOR.								X						

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is conscientious, hard-working and more than willing to work long hours. Subject has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Subject is weak in his ability to express himself in writing.

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SECRET
(When Filled In)

OFFICE OF PE[illegible]
MAY 28 11 16 AM '55
MAIL ROOM

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS. WHY?

Subject's stamina and persistence in accomplishing his tasks in a minimum amount of time outweigh his weakness.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [XXX] NO [ ] YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Recommend training in Phase II and III

F. OTHER COMMENTS (*Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person*):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D

A. *DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.*

[ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.

[ ] 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.

[ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.

[ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.

[XXX] 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.

[ ] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [XXX] NO [ ] YES. IF YES, WHAT?

B. *DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.*

[ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.

[ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.

[XX] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.

[ ] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.

[ ] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.

[ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

C. *DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.*

[ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.

[ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRKED BY RESTRICTIONS... REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.

[ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION.. BOTHERED BY MINOR FRUSTRATIONS...WILL QUIT IF THESE CONTINUE.

[ ] 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT...HAS "WAIT AND SEE" ATTITUDE...WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.

[XXX] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION..THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.

[ ] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION

[ ] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

D. *DIRECTIONS: Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.*

[ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.

[ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.

[ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.

[ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.

[XXX] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.

[ ] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.

[ ] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

DDP - FF T-1

SECRET
(When Filled In)

FIELD FITNESS REPORT

CODED

The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff, and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and ~~complete.~~ Primary responsibility rests with the current supervisor. It is ~~assumed that, throughout the~~ period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

Posted Per. Control BY CALL K.G.W. 5/22/65

Reviewed by FUD

A

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS ~~SHOWN TO THE PERSON BEING RATED~~

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
James S. Woods	25 Feb 1928	M	~~[illegible]~~ SD-D

4. GRADE	5. STATION DESIGNATION (Current)
GS-5	Korea Mission Headquarters

6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)
	1 November 1954 - 14 April 1955

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Intelligence Analyst - CE 0136.52	25 September 1955

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Subject is an intelligence analyst in the Personality Files Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all Korea Mission file checks.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
Agnes M. Irime	John L. Hart

3. THIS REPORT ☐ WAS ☐ WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
29 April 55	William E. Nelson (signature) William E. Nelson

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

FORM NO. 45a
1 SEP 54

SECRET

(4)

SECRET
(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The space under each category is divided into three small blocks; this is to allow you to make finer distinctions if you so wish. Read each of the statements on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

OFFICE OF PERSONNEL MAY 16 1955 ROOM

STATEMENTS / CATEGORIES

STATEMENTS	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
SAMPLES: A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
SAMPLES: B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.			X											
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.					X									
3. CAUTIOUS IN ACTION.								X						
4. HAS INITIATIVE.										X				
5. UNEMOTIONAL.								X						
6. ANALYTIC IN HIS THINKING.								X						
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.								X						
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.								X						
9. HAS SENSE OF HUMOR.								X						
10. KNOWS WHEN TO SEEK ASSISTANCE.								X						
11. CALM.								X						
12. CAN GET ALONG WITH PEOPLE.								X						
13. MEMORY FOR FACTS.								X						
14. GETS THINGS DONE.										X				
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.									X					
16. CAN COPE WITH EMERGENCIES.									X					
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.										X				
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.										X				
19. HAS WIDE RANGE OF INFORMATION.								X						
20. SHOWS ORIGINALITY.								X						
21. ACCEPTS RESPONSIBILITIES.									X					
22. ADMITS HIS ERRORS.								X						
23. RESPONDS WELL TO SUPERVISION.								X						
24. EVEN DISPOSITION								X						
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT								X						

SECRET

26. CAN THINK ON HIS FEET.								X						
27. COMES UP WITH SOLUTIONS TO PROBLEMS.								X						
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".										X				
29. TOUGH MINDED.								X						
30. OBSERVANT.								X						
31. CAPABLE.								X						
32. CLEAR THINKING.								X						
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.										X				
34. EVALUATES SELF REALISTICALLY.								X						
35. WELL INFORMED ABOUT CURRENT EVENTS.					X									
36. DELIBERATE.								X						
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.								X						
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.									X					
39. THOUGHTFUL OF OTHERS.								X						
40. WORKS WELL UNDER PRESSURE.										X				
41. DISPLAYS JUDGEMENT.								X						
42. GIVES CREDIT WHERE CREDIT IS DUE.								X						
43. HAS DRIVE.										X				
44. IS SECURITY CONSCIOUS.										X				
45. VERSATILE.								X						
46. HIS CRITICISM IS CONSTRUCTIVE.								X						
47. ABLE TO INFLUENCE OTHERS.								X						
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.								X						
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.										X				
50. A GOOD SUPERVISOR.								X						

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is conscientious, hard-working, and more than willing to work long hours. He has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Subject is weak in his ability to express himself in writing.

14-00000

SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

Subject's stamina and persistence in accomplishing his tasks in a minimum amount of time outweigh his weaknesses.

OFFICE OF PERSONNEL
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MAIL ROOM

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [X] NO [ ] YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Recommend training in Phase II and III

F. OTHER COMMENTS (*Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person*):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. ***DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.***

- [ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- [ ] 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- [ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- [ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- [X] 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- [ ] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [X] NO [ ] YES. IF YES, WHAT?

C. ***DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.***

- [ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION..WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- [ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION...IRKED BY RESTRICTIONS...REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- [ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BOTHERED BY MINOR FRUSTRATIONS..WILL QUIT IF THESE CONTINUE.
- [ ] 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT...HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- [ ] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION..THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- [X] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- [ ] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION..WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. ***DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.***

- [ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- [ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- [ ] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- [ ] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- [X] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- [ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. ***DIRECTIONS: Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.***

- [ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- [ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- [ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- [ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- [X] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- [ ] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- [ ] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

SECRET
SECURITY INFORMATION

BY DATE
Jm 24 June 54

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) (First) (Middle)	2. GRADE	3. POSITION TITLE
WOODS, James S.	GS-5	Intel. Anal. CD-FI

4. OFFICE	STAFF OR DIVISION	BRANCH		IF FIELD, SPECIFY STATION
DDP/FI/RI	P & R Branch	Consol Section	[XXX] DEPT'L. [ ] FIELD	

5. PERIOD COVERED BY REPORT From 21 Apr. 53 To 20 Apr. 54

6. TYPE OF REPORT [ ] Initial [XXX] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

As senior anaylist on the EE/FI/G/Z area my duties consist of:
(A) Consolidating personality files which entails the following: (1) Make a complete search in Index on all references pertaining to the subject, (2) gathering all references in RI/Files, (3) anaylyzing documents for inclusion in 201, (4) preparing a summary of reference sheet which notes the disposition of all the documents put in the case.
(B) Liaison with the area desk.
(c) Supervising the work of the junior anaylist.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
NONE			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Intelligence work at the desk level.

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

Two years experience in RI.

10.

12 April 1954 — DATE

James S Woods — SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Mr. Woods has performed his duties conscientiously and well. He possesses a great deal of energy, is extremely industrious and has maintained excellent relations in his liaison with the area desk.

FORM NO. 37-151 MAY 1952 SECRET (Over) (4)

SECRET
SECURITY INFORMATION

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

Mr. Woods has performed his duties most outstandingly by virtue of his formation and maintenance of excellent liaison relations.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Mr. Woods has handled his present responsibilities admirably and I am certain he would be capable of handling additional ones as the opportunity occurs.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Mr. Woods could qualify as an Intelligence Analyst in any of the appropriate section of RI.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at this time

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

13 April 54 — DATE
Harry D. Randall — SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

18 May 1954 — DATE
John K. Smith — SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

Subject transferred to FE effective 25 April 1954.

over

SECRET

14-00000

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
WOODS	James	S.	GS-4	File Clerk

4. OFFICE	STAFF OR DIVISION	BRANCH	[X] DEPT'L. / [ ] FIELD	IF FIELD, SPECIFY STATION
DD/P	FI	RI	DEPT'L.	

5. PERIOD COVERED BY REPORT From 4-21-52 To 4-21-53

6. TYPE OF REPORT: [ ] Initial [X] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

Review and analize material for consolidation of 201 Personality Files. This includes making a complete impartial name check in RI/SC index and a complete search for all material pertinent to the subject in the RI/Files. Also maintain liaison with the [illegible] desks.

After reviewing documents, make up Cross References and any Document changes as necessary. Complete a Summary of References Form listing all references reviewed and the action taken on each.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
None			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

[illegible].

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

Two years of Accounting and law school.

10.

9 April 1953 — DATE

James S. Woods — SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Mr. Woods' performance in this section has been very satisfactory. While still in a trainee position, he is learning the procedure of this section very well. He is extremely industrious and shows little inclination to waste time.

[initials]

FORM NO. 37-151 MAY 1952

SECRET

(Over) (4)

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

Mr. Woods has been most outstanding by virtue of his industry.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Mr. Woods has had little opportunity to show his ability, in this line, so far.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Due to his position as trainee, other duties cannot be considered, but I feel that he is quite capable of filling any number of jobs in RI.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at this time.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

20 April 1953 — DATE

Harry D. Randall — SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

APR [illegible] — DATE

John K. Smith — SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

14-00000

SECRET

	ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM	IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
WOODS	James	Sauvie	FEB 20 1928	502 16 6806
EMPLOYING DEPARTMENT OR AGENCY: 010032			LOCATION (City, State, ZIP Code)	

3 MARK AN "X" IN ONE OF THE BOXES BELOW. (do NOT mark more than one):

Mark here if you WANT BOTH optional and regular insurance [ ] (A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the $10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you DO NOT WANT OPTIONAL but do want regular insurance [X] (B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the $10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you WANT NEITHER regular nor optional insurance [ ] (C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the $10,000 additional optional insurance unless I have the regular insurance.

4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB," THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print): James S. Woods

DATE: 4 MAR 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVING OFFICE PERSONNEL
MAR 20 1 47 PM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-T
JANUARY 1968
(For use only until April 14, 1968)
176-101

SECRET

C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: James S. Woods **Dates:** 23-24 February 1978
Employee No: 010032 **Office:** ISS
Service Designation: D

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
2. Understand thoir roles as supervisors in the Performanco Evaluation part of the overall Program;
3. Be better preparod to deal with some of the more troublesome problems encountered in performance evaluation;
4. Know how to prepare more useful Fitness Reports and conduct more effective FR interviews;
5. Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the workshop.

FOR THE DIRECTOR OF TRAINING:

Ralph E. Bell 10 MAR 1978
Instructor Date

C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

14-00000

EOD: 9 Aug 76
Name (Last-First-Middle)
Woods, James S.

CERTIFICATION OF SEPARATING EMPLOYEE

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning separation from CIA as indicated by check mark:

✓	1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation
NA	2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
NA	3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employees Group Life Insurance Act of 1954).
NA	4. Standard Form 2802 (Application for Refund of Retirement Deductions).
	5. Form 2595 (Authorization for Disposition of Paychecks). Continue to mail
✓	6. Only applicable to Retiree - Returnee (resignee from overseas assignment) I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being.
	7. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
	8. Instructions for returning to duty from Extended Leave or Active Military Service.

Signature of Employee James S Woods	Date Signed
Address (Street, City, State, Zip Code) 304 MEADOW HALL DR. ROCKVILLE, MD. 20851	Correspondence [illegible] ☐ Overt ☐ Covert

C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: James S. Woods **Dates:** 23-24 February 1978

Employee No: 010032 **Office:** ISS

Service Designation: D

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;
3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;
4. Know how to prepare more useful Fitness Reports and conduct more effective FR interviews;
5. Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the workshop.

FOR THE DIRECTOR OF TRAINING:

Ralph E. Bell 10 MAR 1978

Instructor Date

C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

3 February 1977

MEMORANDUM FOR THE RECORD

FROM : ISS/Training Staff

SUBJECT: Document Analysis II for Records Management Officers

1. Jim Woods -OPF has satisfactorily completed the Document Analysis II Course given for Division and Staff Records Management Officers by ISS Training Officer, JoEllen S. McCann. Classes were held daily from 0900 to 1230 hours from 29 November through 10 December 1976.

2. The topics covered in the course were records principles and processing procedures used by Data Management Section analysts for initial input of correspondence into the DDO Records System. The students also covered the official files system and indexing criteria as they currently exist and discussed some of the drawbacks and possible systems changes we might expect in the next few years. Periodic exercises were given to test the students comprehension of topics discussed.

JoEllen McCann
JoEllen McCann

14-00000

20 JUL 1976

I, the undersigned, authorize the Office of Personnel to give to: CartBlanche whatever information is necessary for me to obtain a credit card.

James S. Woods

James S. Woods

7-21-76

CERTIFICATE OF TRAINING

THIS IS TO CERTIFY THAT

JAMES WOODS

SUCCESSFULLY COMPLETED

SUPERVISORY COUNSELING WORKSHOP

ON

26 - 27 AUGUST 1976

INFORMATION SERVICES GROUP

Peggy Hall
CHIEF, ISG TRAINING

14-00000

TRAINING REPORT

OFFICE OF TRAINING

This certifies that James S. Woods has successfully completed the Introduction to Micrographics Seminar #2 which was conducted from 24 July to 25 July 1974.

This seminar provides basic information on microphotography and explores the application of this technology in controlling overburdened and sometimes inefficient paperwork systems. Specific blocks of instruction include: Image Recording Techniques, Microfilm Formats, Viewers and Viewer-Printers, Indexing Methods, Computer Output Microfilm (COM), Micropublishing, and Development and Implementation of Agency Applications. Participants receive a portfolio of various samples of microforms, a Glossary of Micrographic Terms, and a Primer on Information Science.

FOR THE DIRECTOR OF TRAINING:

Edward A. Seroskie
Course Coordinator

Final Grade Report

Grading System:
A — Superior Scholarship
B — Good Scholarship
C — Average Scholarship
D — Passing Scholarship
F(a) — Failure Academic
F(n) — Failure Non-Attendance
I — Incomplete *
WX — Withdrawal during first half of term
WP — Withdrew Passing during second half of term
WF — Withdrew Failing during second half of term
X — Emergency approved official withdrawal

UNIVERSITY OF MARYLAND
EUROPEAN DIVISION - UNIVERSITY COLLEGE
OFFICE OF THE REGISTRAR

Report of WOODS, James S. — Student Copy

Term 1, Acad. Yr. 1971/72 at Rome Center

COURSE	Semester Hours	GRADE
ITAL 111	3	B

Signature of Instructor: DeSantis

* If Incomplete is to be assigned, student must have attended three-fourths of class meetings. Indicate below remaining work, e. g. final exam, term paper, reports, etc. ____________

Grade to Date ________ Deadline date for completion, if established ________

The student is responsible for arranging with the instructor for completion of these requirements.

UMR 18 (50 000 - 6X - 69)

Final Grade Report

Grading System:
A — Superior Scholarship
B — Good Scholarship
C — Average Scholarship
D — Passing Scholarship
F(a) — Failure Academic
F(n) — Failure Non-Attendance
I — Incomplete *
WX — Withdrawal during first half of term
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X — Emergency approved official withdrawal

UNIVERSITY OF MARYLAND
EUROPEAN DIVISION - UNIVERSITY COLLEGE
OFFICE OF THE REGISTRAR

Report of WOODS, James S. — Student Copy

Term 2, Acad. Yr. 19 71/72 at Rome Center

COURSE	Semester Hours	GRADE
ITAL 112	3	B

Signature of Instructor: DeSantis

* If Incomplete is to be assigned, student must have attended three-fourths of class meetings. Indicate below remaining work, e. g. final exam, term paper, reports, etc. ____________

Grade to Date ________ Deadline date for completion, if established ________

The student is responsible for arranging with the instructor for completion of these requirements.

UMR 18 (50 000 - 6X - 69)

[illegible]
(When Completed)

TRAINING REPORT

Americans Abroad Orientation - Japan

16 Hours | 20-21 March 1961 | 6 [illegible]

Student: BYRD, James S. | Year of Birth: 1928

EOD Date: April 1952 | Grade: GS-9 | Office: FE

[illegible]

[illegible] or [illegible] travel in the general area and country of destination. Included are a briefing on "the Americans Abroad problem," its implications for the individual employee or dependent and the Agency, practical [illegible] for successful personal adjustment to [illegible] of working and living in the area of assignment, useful information on the area, and guide lines for understanding its [illegible] problems. Advice includes cues for effective interpersonal relations in the particular country or region. Area information includes an analysis of the [illegible] of the region to the United States and descriptions of the people, their institutions, and current living conditions. The course offers lectures, panel discussions, films, [illegible], and [illegible] for a recommended program of self-study. [illegible] [illegible]

[illegible] certificate of attendance [illegible] [illegible] in this course.

[illegible] | [illegible] | 25 April 1961

/s/ KENNETH R. [illegible]

[illegible]

[illegible]

Japan

16 [illegible] Orientation **20-21 March 1961** **6**

WOODS, Louise (Dependent, James R.)

Student: Year of Birth:

[illegible]: Grade: Office:

[illegible]

[illegible] for conditions of travel in the general area and country of destination. Included are a briefing on "the Americans Abroad problem," its implications for the individual employee or dependent and the Agency, practical advice for successful personal adjustment to everyday problems of working and living in the area of assignment, useful information on the area, and guide lines for understanding its major problems. Advice includes cues for effective interpersonal relations in the particular country or region. Area information includes an analysis of the importance of the region to the United States and description of the people, their institutions, and current living conditions. The course offers lectures, panel discussions, films, slide commentaries, and selected readings for [illegible] [illegible]

[illegible]

[illegible] of attendance [illegible] this course.

26 April 1961

/s/ [illegible] E. COLBERG

WRITING WORKSHOP (INTERMEDIATE) NO. 2

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION

NAME	SEX	DATES OF COURSE	NO. OF STUDENTS
WOODS, James S.	M	26 October - 19 November 1959	17

DATE OF BIRTH	EOD DATE	GRADE OR RANK	OFFICE
20 February 1928	April 1952	GS-9	FE/Administration

PROJECTED ASSIGNMENT OR PRESENT POSITION

Records Officer

SECTION II: OBJECTIVE OF THE COURSE

To stimulate habits of thoughtful, self-critical writing for intelligence production.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The class is conducted for 10 to 15 students. It meets for nine three-hour morning sessions over a period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

Staff members observe the student's writing ability, any change demonstrated, and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

SECTION V: REPORT OF STUDENT ACHIEVEMENT

Mr. Woods added to the good improvement in mechanics of expression he had achieved in the Basic Writing Workshop. He has now developed the ability to write smooth, compact, and readable sentences. He also learned to organize topics more effectively, and with further writing experience, he can develop the ability to write analytical papers of a professional caliber.

[signature]
Chief Instructor

WRITING WORKSHOP (BASIC) NO. 8

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION			
NAME WOODS, James S.	SEX M	DATES OF COURSE 21 Sept. - 15 Oct. 1959	NO. OF STUDENTS 13
DATE OF BIRTH 20 February 1920	EOD DATE April 1952	GRADE OR RANK GS-9	OFFICE FE/Administration
PROJECTED ASSIGNMENT OR PRESENT POSITION Records Officer			

SECTION II: OBJECTIVE OF THE COURSE

To stimulate habits of thoughtful, self-critical writing for intelligence production.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The class is conducted for ten to fifteen students. It meets for nine three-hour morning sessions over a period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

Staff members observe the student's writing ability, any change demonstrated, and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

SECTION V: REPORT OF STUDENT ACHIEVEMENT

Mr. Woods considerably improved the clarity of his writing during the course, by reducing sentence errors and roundabout phrasing. His written papers reflected his gains in knowledge of basic rules of English usage. His achievement in the Writing Workshop (Basic) shows that Mr. Woods can develop good writing skills, and that he and the Agency would benefit if he took the Writing Workshop (Intermediate).

Frances C. Gemmill
Chief Instructor

S-E-C-R-E-T

TRAINING EVALUATION

ADMINISTRATIVE SUPPORT COURSE # 9

SECTION I: IDENTIFYING INFORMATION			
NAME Woods, James S.	SEX M	DATES OF COURSE 10 - 28 May 1954	NO. OF STUDENTS 1st week-49 2nd & 3rd weeks-44
DATE OF BIRTH 21 February 1928	EOD DATE 21 April 1952	GRADE OR RANK GS-5	OFFICE FE/FI
PROJECTED ASSIGNMENT OR PRESENT POSITION Registry Analyst			

SECTION II: OBJECTIVES

The objectives of this course are to provide the student with (1) an understanding of the inter-relationships between operating functions and administrative support functions; (2) an understanding of some of the basic principles and techniques of Agency operations and the organization and functions of the various clandestine components; (3) a knowledge of procedures, regulations, and problems peculiar to Logistics, Finance, and other areas of administrative support.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

One week of the course is devoted to lectures in the area described in category 1 on reverse of this page. The material in categories 2 and 3 is presented both by lecture and by practical exercises during the remaining two weeks of the course. Categories 4 through 9 are concerned with the application of knowledge of Agency organization, structure, procedures and regulations in practical situations.

SECTION IV: STUDENT ACHIEVEMENT

[illegible] students' performance in the course with no allowance made for differences in age, education, experience, etc. These ratings are defined as follows:

EXCELLENT: The student indicated exceptional ability or proficiency in meeting this goal or objective; he demonstrated an unusually thorough knowledge of the material presented.

SATISFACTORY: The student met this objective in a competent and effective manner; he demonstrated a good grasp and understanding of the material presented.

UNSATISFACTORY: The student did not achieve this goal or objective; the student's performance indicated a serious lack of knowledge concerning material presented.

S-E-C-R-E-T

MAJOR CATEGORIES	UNSAT	SAT	EXCELLENT
1. Orientation in basic principles of clandestine activity.	2	30 ●	17
2. Knowledge of clandestine services command structure and organization.	5 ●	14	25
3. Knowledge of Agency and clandestine services regulations and administrative procedures.	2	28 ●	14
4. (A) Preparation of advance form; travel voucher (DOMESTIC) and entertainment reimbursement (DOMESTIC).	0	17	[illegible] ●
(B) Preparation of travel voucher (FOREIGN) including computation of per diem and currency conversion.	1	15 ●	28
5. Preparation of Station Finance Reports.	3	5	36 ●
6. Preparation of forms used in a detached station for property records; knowledge of responsibility for property at the station.	2	20 ●	22
7. Preparation of form required for project presentation to the Project Review Committee.	1	30 ●	13
8. Preparation of cable form used at Headquarters writing message from material given, with use of accepted digits, punctuation, and abbreviations.	[illegible]	33 ●	[illegible]
9. Preparation of Headquarters and Field dispatch form and Field pouch manifest.	0	24 ●	13

SECTION V: COMMENTS

Comments, especially on habits and characteristics, with particular reference to strong or weak points of the individual or anything that might have influenced his performance in the course.

FOR THE DIRECTOR OF TRAINING:

Evelyn S. Bugbee
Signature of Chief Instructor

SECRET

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION

Name	Sex	Course and Beginning Date
Woods, James S.	M	PHASE I - ORIENTATION #9 - 19 April 54

Date of Birth	E O D	Grade or Rank	Office
23 February 1928	April '52	GS-5	FE/FI

Projected Assignment or Present Position: Registry Analyst

This evaluation is based on a course of 120 hours given over a period of 3 weeks in which there were 89 students. The length of the course, number of students, nature of the course, skills and knowledge taught, and the opportunity for observing the individual student determine which sections of this report are used. These facts must also be considered in interpreting the evaluations which, therefore, *should not be used as the sole basis for personnel decisions.* THIS REPORT IS INTENDED PRIMARILY TO FURNISH INFORMATION AS TO HOW WELL THE STUDENT LEARNED THE SUBJECT MATTER OR SKILLS TAUGHT. In addition, observations of interest and importance are reported which can have significance only as they are related to other information. Unless otherwise stated, performance is evaluated in terms of standards set by instructors or in relation to the performance of others who have taken the course. For further information, consult the Training Evaluation Branch, Assessment and Evaluation Staff, Office of Training.

SECTION II: KNOWLEDGE

Subject	Hrs	Rating: Fail	Poor	Sat	Exc	Sup
Introduction to Intelligence	80	5	12	26*	34	12
Communism and the U S S R	40	5	17	35*	31	7

The numbers show how many students received each rating. An asterisk (*) shows the rating this student received.

SECTION III: SKILLS

The 'Course Instruction' column contains scores and/or ratings given by the instructional staff for skills which are specifically intended to be outcomes of the course. The 'Observation' column contains ratings by instructors and/or students concerning skills which have been observed for every student in a class but which have not been the subject of intensive instruction or practice.

Skill	Hrs.	Course Instruction: Objective Score	Course Instruction: Rating or Evaluation	Observation: Av. Rating by Instructors	Observation: Av. Rating by Students

SECTION IV: OBSERVATIONS of ATTITUDES or OTHER PERSONAL CHARACTERISTICS

During the course incidents were observed which suggested that this person:

	Yes	No		Yes	No
Had difficulty in getting along with others.		X	Lacked motivation for an Agency career.		X
Interfered with instructional and classroom activities.		X	Lacked sufficient security-mindedness.		X
			Lacked interest in the course.		X

Explanations of any 'Yes' answers to items above. Frequency of occurrence and number of persons observing these attitudes or characteristics are included.

SECTION V: COMMENTS

Comments, especially on habits or characteristics, with particular reference to strong and weak points of the individual, or anything that may have influenced his performance in the course are reported here.

[signature]

Chief Instructor

SECTION VI: ADJUSTED OVER-ALL EVALUATION

FOR OPTIONAL USE BY INSTRUCTORS

In terms of all factors observed during the course and taking into account this student's experience in the Agency, grade, and general area of work, an 'X' in one of boxes shows the instructor's judgment of his performance in the course.

- [ ] He was inadequate in his performance.
- [ ] He was barely adequate in his performance and performed acceptably only in a limited range of assignments.
- [ ] He performed acceptably, but was barely adequate in some respects.
- [ ] He was a typically effective student who performed in a competent, dependable manner.
- [ ] He performed at a high level of competence.
- [ ] He performed at an extremely high level that only a few students have surpassed.

FOR OPTIONAL USE BY TRAINING OFFICERS

This evaluation, shown by an 'X' in one of the boxes, takes into account this training record, the student's age, grade, Agency experience, and projected assignment. It is included for the purpose of giving supervisors an estimate of the implications of the training evaluation report for the student's assignment and career potential.

- [ ] This is an inadequate performance.
- [ ] This is a barely adequate performance and raises questions concerning his suitability for his assignment.
- [ ] This is an acceptable performance but discloses possible areas of weakness.
- [x] This is a satisfactory performance revealing a typically competent person.
- [ ] This performance reveals a high level of competence.
- [ ] This is an extremely competent performance that only a few persons of his background and position have surpassed.

Training Officer's Comments

[signature]

Training Officer

14-00000

SECRET

15

MEMORANDUM FOR: Chairman, Clandestine Service Personnel Staff

SUBJECT: James S. WOODS - Recommendation for Promotion

1. Subject has been in grade GS-10 since June 1968. Based on his outstanding performance as Chief of Registry in the Rome Station since June 30, 1971, he strongly merits promotion to grade GS-11 at this time. When Subject took over the responsibility for Registry a year ago, he found a system glutted with paper and bound up by a policy which discouraged getting rid of it. He found many procedures in force which were out of date, if not obsolete, and proposed streamlined procedures, which were adopted, to replace them. He asked for and was given the responsibility to analyze and distribute the cables, which had previously been a function of the Chief of Station's secretary. He recommended the discontinuance of the abstract system, which proposal had been adopted by most elements of the Station. He recommended a reduction in the retention period for cable and dispatch chronos. With the help of a TDY team here for the first half of CY 1972, he devised and instituted a program of purging the files. This program has resulted in the disposition of most of the departed Soviet files, a severe trimming of the true name files, and the review, reduction and up-dating of the project and operational files. All of this work was accompanied by appropriate name checks, entries on the index cards and selection of pertinent documents for transmittal to Headquarters. In summary, Subject performed a thorough "house-cleaning" of Station records in the full meaning of that phrase. This program is by no means finished. In fact, Subject has plans for continuing efforts along these lines which may exceed his tenure at this Station since he intends to return to Headquarters not later than May 1974. The on-going program includes a review and reorganization of the subject files, the encrypted 201's and the disposition (hopefully) of about 50 feet of microfilm. A corollary to these projects will be a significant reduction in the index cards, which at present lead to the microfilm and to other superfluous material we either have or will destroy.

2. The equally important aspect of records management, namely the introduction of procedures to lessen the likelihood

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

SECRET

CLASSIFIED BY C126-44
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF E.O. 11652 EXEMPTION CATEGORY:
5B(1), (2), (3) or (4) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON
IMP. DET.
(unless impossible, insert date or event)

if not prevent the reoccurrence of this pile-up of paper is not lost on this officer. He constantly thinks in terms of procedures and controls to accomplish this end.

3. Subject is dedicated, highly motivated, conscientious, and hard working. He reports to work each day an hour before the Station opens in order to distribute the cables by opening of business. He never hesitates to respond positively to any request for help. Indeed, he solicits work which he believes can be done more easily or more simply in his unit. In all respects, Subject is a trained, professional records management officer who is thoughtful as well as enthusiastic about his work.

4. It is strongly recommended that Subject be promoted to grade GS-11.

Roosevelt

Archibald B. Roosevelt, Jr.
Chief, European Division

CONFIDENTIAL
(When Filled In)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 4 ALSO COMPLY WITH HHB 20-7, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

GENERAL

NAME OF EMPLOYEE (Last) (First) (Middle): WOODS, James Sauvie

SOCIAL SECURITY NUMBER: 502 16 6806

1. MARITAL STATUS (Check one)

SINGLE [ ] MARRIED [X] SEPARATED [ ] DIVORCED [ ] WIDOWED [ ] ANNULLED [ ]

IF MARRIED, PLACE OF MARRIAGE: Washington, D.C.

DATE OF MARRIAGE: 6 Aug 60

IF DIVORCED, PLACE OF DIVORCE DECREE:

DATE OF DECREE:

2. MEMBERS OF FAMILY

NAME OF SPOUSE: Louise Anne

ADDRESS (No., Street, City, State, Zip Code): 432 College Pkwy Rock[illegible]

TELEPHONE NO.: [illegible]24-0163

NAMES OF CHILDREN: Laura Renee Woods

ADDRESS: 432 College Pkwy Rockville, MD.

SEX: F

DATE OF BIRTH: 20/2/71

CENTRAL PROCESSING BRANCH MAR 15 2 27 PM '71

NAME OF FATHER (or male guardian): Ross A. Woods - Deceased

ADDRESS:

TELEPHONE NO.:

NAME OF MOTHER, INCLUDING MAIDEN NAME (or female guardian): Susan A. Woods

ADDRESS: Forest River, N. Dak.

TELEPHONE NO.:

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

Mother & Sister (husband is [illegible])

3. OTHER RELATIVES WHO ARE DEPENDENT UPON ME FOR AT LEAST 51% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (HR 22 [illegible]). SPECIFY NAMES AND RELATIONSHIPS

NAME	DATE OF BIRTH	RELATIONSHIP

4. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss) (Last-First-Middle): Fiala, Richard

RELATIONSHIP: Brother-in-Law

HOME ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE: 521 Hamline St. Gr[illegible]nd Fo[illegible], N. Dak.

HOME TELEPHONE NUMBER: 701-775-4472

BUSINESS ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE:

BUSINESS TELEPHONE & EXTENSION:

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.) YES [✓] NO [ ]

IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.) YES [ ] NO [✓]

Union Trust Co. of D.C.

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.) YES [✓] NO [ ]

The persons named in item 2 or 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

FORM 61 [illegible] OBSOLETE PREVIOUS EDITIONS

CONFIDENTIAL

14-00000

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(When Filled In)

5. VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

UNION TRUST CO. OF D.C.

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? [X] YES [ ] NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? [ ] YES [X] NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? [X] YES [ ] NO. (If "Yes" where is document located?)

UNION TRUST CO. OF D.C.

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?
[X] YES [ ] NO. (If "Yes" give name(s) and address)

In the will

HAVE YOU EXECUTED A POWER OF ATTORNEY? [ ] YES [X] NO. (If "Yes", who possess the power of attorney?)

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY
(No Approval Required)

RESIDENCE WHEN EMPLOYED (Full Address)	PERMANENT PLACE OF RESIDENCE AS DEFINED IN HR 22-3 (Full Address)

8. CHANGE IN PERMANENT PLACE OF RESIDENCE (See HR 22-3)
(To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)

FULL ADDRESS	DEPUTY DIRECTOR OR DESIGNEE	DATE
	DIRECTOR OF PERSONNEL (when applicable per HR 22-3)	DATE

SIGNED AT	DATE	SIGNATURE
Hqs.	8 Mar 71	[signature]

CONFIDENTIAL

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO. 1-6	NAME LAST (Print)	FIRST 7-24	MIDDLE
010032	WOODS	JAMES	S

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
			11	1	70		1			ENGLAND	210

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
	CABLE	X	DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	OCD	X	
	C & L DIVISION, CTRS.	DATE	SIGNATURE
X	C & T DIVISION	1/5/71	[illegible]

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

30 June 1970

MEMORANDUM FOR: Chief, European Division

FROM : Chief of Station, London

SUBJECT : Promotion Recommendation - James S. Woods

Subject, who has been in grade as a GS-10 just two years, has been Chief of the Registry of the London Station for eighteen months. Subject, fresh from a Saigon assignment, brought with him a broad and varied background of field experience (Far East) and several Headquarters' assignments. He has been in one or another aspect of records management work since he started with us as a very junior clerk in 1952.

Subject's fitness reports, since he has been in London, testify to the high regard in which he is held by the Station and the excellent results he has managed to achieve. When he arrived at the Station, the start had been made on a file reduction program but an enormous amount of organized work remained to be done. Subject set about it with great enthusiasm and a high degree of professional organization. As a result, the Registry inventory today is the leanest and the most efficient the Station has seen for many a long day, if ever before. To a great extent this can be laid at Subject's own door and he personally did much of the work. At the same time, Subject surveyed and reorganized the overall workload of the Registry and was finally able to recommend to the Station management a reduction of one Registry clerk. The smaller staff has certainly required a more intensive work effort on the part of Registry personnel, which has been attained without any loss of morale; in fact, quite the reverse.

Subject, therefore, emerges as a records management officer who has thoroughly learned his business and a hard-driving, sympathetic and successful supervisor. In the opinion of the Station management, Subject is already quite capable of taking over broader and more senior responsibilities in the records management field. In this respect, however, we do not believe he will be wasting his time in London by spending, as he currently plans to do, an additional year here on the completion of his tour in November. The London Registry, reflecting the multi-faceted work of the Station, is sufficiently complex an operation to warrant

Subject's continued attention.

In view of his really excellent performance and high promise, it is strongly recommended that Subject be promoted to GS-11.

/s/ Bronson Tweedy
COS

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6	(Print)	7-26	
010032	WOODS	JAMES	S

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 50, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	ARRIVAL O/S DAY 27-28	ARRIVAL O/S YEAR 29-30	DEPARTURE O/S MONTH 31-32	DEPARTURE O/S DAY 33-34	DEPARTURE O/S YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
11	11	58				1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1			ENGLAND	210

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	ARRIVAL O/S DAY 27-28	ARRIVAL O/S YEAR 29-30	DEPARTURE O/S MONTH 31-32	DEPARTURE O/S DAY 33-34	DEPARTURE O/S YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42
						2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION					

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	
DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD 1-15-68

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
RCO			
C & A DIVISION, OTRS.	DATE 10 DEC 1968		SIGNATURE
X T & T DIVISION			

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 8-67 1451a OBSOLETE PREVIOUS EDITIONS SECRET (14-101)

CONFIDENTIAL
(When Filled In)

IMPORTANT

Central Processing Branch has been charged with responsibility (OMI 20-6- dated October 1961) for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 30 July 1962.

James A. Woods 15 Nov 68

Signature Date

JAMES S. WOOD

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(When Filled In)

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME LAST	FIRST	MIDDLE
1-6	(Print)	7-24	
010032	Woods,	James	S.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 30, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
			10	03	68	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1			Vietnam	7/10

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42
						2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION					

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER

DISPATCH

CABLE

DUTY STATUS OR TIME AND ATTENDANCE REPORT

✓ OTHER (Specify) telepouch

DOCUMENT IDENTIFICATION NO. FVST 31976

DOCUMENT DATE/PERIOD 10/3/68

REMARKS

PREPARED BY: OCO; C & L DIVISION, CTOR.; C & T DIVISION

✓ REPORT ANNOTATED ON CONTROL DOCUMENT

DATE 10/15/68

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED

SIGNATURE R. B. Allee

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO. 1-6	NAME LAST (Print)	FIRST 7-24	MIDDLE
010032	Woodward	James	S.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic), 3 - CORRECTION, 5 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
01	14	67					1			Vietnam	772

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic), 4 - CORRECTION, 6 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
	CABLE	✓	DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. 764

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCO		
C & L DIVISION, CTRS.	DATE 5/22/67	SIGNATURE L. Howard
✓ C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

14-00000

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I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

James S. Woods
Signature
JAMES S. WOODS

28 NOV 66
Date

CONFIDENTIAL
(When Filled In)

SECRET
(When Filled In)

19 December 1966

MEMORANDUM FOR: Mr. James S. Woods

THROUGH : Head of CS Career Service

SUBJECT : Notification of Designation as a Participant in the CIA Retirement and Disability System

1. I have determined that you meet the criteria outlined in HR 20-50 for designation as a participant in the CIA Retirement and Disability System. Your designation as a participant was made effective 18 December 1966.

2. You are hereby notified of your right to appeal this action to the Director of Central Intelligence as specified in HR 20-50. Such appeal must be received in the Office of the Director not later than 30 calendar days from the date of this memorandum.

Emmett D. Echols
Emmett D. Echols
Director of Personnel

SECRET

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE LAST	FIRST	MIDDLE	OFFICE/COMPONENT
1-6	(Print)	7-24		25-26
010032	Woods	James	S	45

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	1	01	20	61	09	24	66	Japan	375

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER		DISPATCH
	CABLE	X	DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	5/28 - 9/24/66

REMARKS

PREPARED BY	X REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION	DATE	SIGNATURE
X C & T DIVISION	10/14/66	[signature]

FORM 10-64 1451a USE PREVIOUS EDITION.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(4-10)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 2 Years from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

Evelyn M Flagg
Office of Personnel
Evelyn [illegible] Flagg

James S [illegible]
(Employee)
James Sauvie Woods

Date: 23 Nov 66

SECRET

23 MAR 1966

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT : Notification of Approval of Quality Step Increase - James S. Woods

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.

2. As this award is designed to encourage excellence by recognizing and rewarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Emmett D. Echols
Director of Personnel

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

14-00000

SECRET

29 MAR 1966

MEMORANDUM FOR: Mr. James S. Woods

SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Quality Step Increase. Such a recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Services.

2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Desmond FitzGerald
Deputy Director for Plans

SECRET

14-00000

SECRET

4 MAR 1965

MEMORANDUM FOR: Deputy Director for Plans

ATTENTION: DDP/OP

SUBJECT: Request for Quality Step Increase for Mr. James S. Woods, GS-09

1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Mr. James S. Woods.

2. Mr. Woods entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time Mr. Woods has served as a Records Analyst at Headquarters, in Korea and Atsugi, Manila, and since 1961 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade as a GS-09 since 1958.

3. Mr. Woods' exceptional performance is described by the Tokyo Station as follows:

"A. Mr. Woods is now on his second tour as Chief of the Tokyo Station Registry. This unit is located at Fuchu Air Station and handles all correspondence for all Station elements. In view of the fact that the Station is located in five different geographic locations, a great deal of responsibility is given to Mr. Woods to ensure that action responsibility on incoming cables is rapidly and properly assigned, dispatches are correctly routed and processed, correspondence from other local military agencies is correctly analyzed and routed, the twice-a-day courier system is functioning effectively, and the Station flexowriter is rapidly churning out priority dispatch traffic.

"B. The Registry is presently composed of six employees in addition to Mr. Woods, who is Chief of this unit. Mr. Woods does an exemplary job in supervising these employees with the result that the Station Registry is a smooth and well-functioning unit.

SECRET

SECRET

"C. In addition to his normal duties, Mr. Woods is constantly thinking of ways to increase the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems and his cheerfulness and willingness to perform any task have benefited both the Station and the Agency.

"D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."

4. Mr. Woods has continued to perform in an over-all "Strong" manner as indicated in his recent fitness report. He recently planned and effectively implemented the move of the Cable Secretariat from one location to another. In a dispatch, dated 22 November 1965, the present Chief of Station, Tokyo, stated, "There is little I can add to my predecessor's recommendation, dated 9 November 1964, for promotion of Mr. Woods. He is performing his duties as Chief of the Tokyo Station Registry with efficiency and dispatch. He is a strong supervisor who constantly strives to achieve the maximum economy in the use of his personnel and materials."

5. Consideration has been given to the granting of an Honor and Merit Award to Mr. Woods, but in this particular case it appears that a Quality Step Increase is more appropriate.

William E. Colby
Chief, Far East Division

APPROVAL RECOMMENDED:

Secretary, CS Panel Section C — MAR 11 1966

MAR 11 1966
Date

SECRET

14-00000

SECRET

SUBJECT: Request for Quality Step Increase for Mr. James S. Woods, GS-09

CONCUR:

[signature] Grace T. Muller — 15 March 66

DDP/OP — Date

APPROVED:

for [signature] John J. Caldwell — 18 Mar 66

Director of Personnel — Date

SECRET

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE (Print) LAST / FIRST 7-26 / MIDDLE	OFFICE/COMPONENT 25-26
10032	WOODS, JAMES S.	56

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	1	04	15	61				JAPAN	375

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER		DISPATCH
	CABLE	✓	DUTY STATUS ~~OR TIME AND ATTENDANCE~~ REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT ~~DATE~~/PERIOD
—	30 MAR - 15 APR 1961

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
~~FINANCE DIVISION~~ SKP	26 JUNE 1961	[signature]

FORM 9-58 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4-10)

14-00000

3-6-64   093618

Standard Form No. 2809 CHAPTER I-1 F.P.M. 6 (A11)-5000

HEALTH BENEFITS REGISTRATION FORM

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read Instructions on back of last page. Use only typewriter or ball point pen.)

CARRIER'S CONTROL NO. 078338

PART A — ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL): WOODS James S
2. DATE OF BIRTH (Use numbers): MONTH 2 DAY 20 YEAR 28
3. Are you now married? YES [X] NO [ ]
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE): AICD APO 925 San Francisco, Calif.
5. SEX: MALE [X] FEMALE [ ]
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES [X] NO [ ]
7. Place an "X" in proper box to show your annual basic salary range. UNDER $4,000 [ ] 1; $4,000 TO $5,999 [ ] 2; $6,000 TO $9,999 [X] 3; $10,000 OR OVER [ ] 4

PART B — FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
Association Benefits Plan - Family	High	4 2 2

If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2 and item 3 if applies.

2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	
Wife or Husband: Louise A.	8 May 37	1			6
		2			7
		3			8
		4			9
		5			10

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [X]

PART C — FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in proper box):
   - (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
   - (b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
   - (c) Any other reason. [ ] 3

PART D — FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan: 4 2 5
2. Number of event which permits change. (See table on back of duplicate for proper number.): 8
3. Date of event which permits change: MONTH March DAY 22 YEAR 1964

PART E — ALL WHO REGISTER MUST FILL IN THIS PART.

James S. Woods 27 Mar 63

YOUR SIGNATURE—DO NOT PRINT (DATE)

WARNING—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years or both. (18 U.S.C. 1001.)

PART F — TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE: HEALTH BENEFITS OFFICER (ALTERNATE)

SIGNATURE OF AUTHORIZED AGENCY OFFICIAL

2. DATE RECEIVED IN EMPLOYING OFFICE: 3-6-64
3. EFFECTIVE DATE OF ELECTION: 3-15-64
4. PAYROLL OFFICE NO.
5. PAYROLL ACTION (INITIALS AND DATE)

REMARKS — FOR USE ONLY BY ANNUITANTS AND AGENCY.

5010

Triplicate—To Employing Office   APRIL 1960

SECRET
(When Filled In)

1, S

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE LAST (Print)	FIRST	MIDDLE	OFFICE/COMPONENT
1-6		7-24		25-26
100321	Woods,	James	S.	57

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	1				03	19	59	Philippines	575

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

SOURCE OF RECORD DOCUMENT

✓	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. | DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
✓ FINANCE DIVISION (initials)		

FORM 9-58 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4-10)

Standard Form No. 2809
CHAPTER L-5 F.P.M.
5 GAO 5 00

[illegible]LTH BENEFITS REGISTRATION FORM 3372

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read [illegible] tions on back of last page. Use only typewriter or ball [illegible] pen.)

CARRIER'S CONTROL NO. ~~082697~~

PART A ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL): [illegible]
2. DATE OF BIRTH (Use numbers) MONTH DAY YEAR
3. Are you now married? YES [X] 1 NO [ ] 2
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE): [illegible]
5. SEX MALE [ ] 1 FEMALE [ ] 2
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 through the enrollment of another United States or District of Columbia Government employee or annuitant? YES [ ] NO [ ]
7. Place an "X" in proper box to show your annual basic salary range. UNDER $4,000 [ ] 1 $4,000 TO $5,999 [ ] 2 $6,000 TO $9,999 [X] 3 $10,000 OR OVER [ ] 4

PART B FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
[illegible] Benefit Plan	Low	4 2 5

2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2 and item 3 if it applies.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	
Wife or Husband [illegible]	[illegible]	1			6
		2			7
		3			8
		4			9
		5			10

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [ ]

PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in proper box):
   (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
   (b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
   (c) Any other reason. [ ] 3

PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan: 4 2 2
2. Number of event which permits change. (See table on back of duplicate for proper number.): 7
3. Date of event which permits change. MONTH: MAR DAY: 31 YEAR: 1961

PART E ALL WHO REGISTER MUST FILL IN THIS PART.

[illegible signature] 27 MAR 61
(YOUR SIGNATURE—DO NOT PRINT) (DATE)

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE
2. DATE RECEIVED IN EMPLOYING OFFICE: 3/27/61
3. EFFECTIVE DATE OF ELECTION: 4/16/61
4. PAYROLL OFFICE NO.
5. PAYROLL ACTION (INITIALS AND DATE)

(SIGNATURE OF AUTHORIZED AGENCY OFFICIAL)

REMARKS (FOR USE ONLY BY ANNUITANTS AND AGENCY.) FE 11632 X-2579 [illegible]

Triplicate—To Employing Office

April 1960

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of Twenty-four months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

James S. Woods
(Employee)
James S. Woods

Anna C. Phillips
Office of Personnel
Anna C. Phillips

Date: 21 Feb. 1961

14-00000

Standard Form No. 2809
CHAPTER I-S F.P.M.
6 GAO 1-400

HEALTH BENEFITS REGISTRATION FORM

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read instructions on back of last page. Use only typewriter or ball point pen.)

8367

CARRIER'S CONTROL NO. 088500

PART A ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL): Woods James S
2. DATE OF BIRTH (Use numbers): MONTH 2 DAY YEAR 23
3. Are you now married? YES [X] 1 NO [ ] 2
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE): Va
5. SEX: MALE [X] 1 FEMALE [ ] 2
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES [X] NO [ ]
7. Place an "X" in proper box to show your annual basic salary range. UNDER $4,000 [ ] 1 · $4,000 TO $5,999 [ ] 2 · $6,000 TO $9,999 [X] 3 · $10,000 OR OVER [ ] 4

PART B FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
[illegible]	High	4 1 2

2. In space below list all eligible family members without exception: List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

If enrollment is for self only, answer Item 1. If enrollment is for self and family, also answer Item 2 and Item 3 if it applies.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	
Wife or Husband [illegible] R. Woods	[illegible]	1			6
		2			7
		3			8
		4			9
		5			10

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [ ]

PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in proper box)
   - (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
   - (b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
   - (c) Any other reason. [ ] 3

PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B

1. Enrollment code number of present plan: 4 2 1
2. Number of event which permits change (See table on back of instructions for proper number): 2
3. Date of event which permits change: MONTH Aug. DAY 6 YEAR 1960

PART E ALL WHO REGISTER MUST FILL IN THIS PART.

James S. Woods 8 Aug 1960
(YOUR SIGNATURE—DO NOT PRINT) (DATE)

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE: J. L. [signature]
HEALTH BENEFITS OFFICER
(SIGNATURE OF AUTHORIZED AGENCY OFFICIAL)
2. DATE RECEIVED IN EMPLOYING OFFICE: 8/11/60
3. EFFECTIVE DATE OF ELECTION: 1/1/60
4. PAYROLL OFFICE NO.
5. PAYROLL ACTION (INITIALS AND DATE)

REMARKS FOR USE ONLY BY AGENCY AND CARRIER.

116032

14-00000

Standard Form No. 2809
CHAPTER I-5 F.P.M.
6 GAO 5M

HEALTH BENEFITS REGISTRATION FORM

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read instructions on back of last page. Use only typewriter or ballpoint pen.)

3362

CARRIER'S CONTROL NO. ~~093078~~

PART A — ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL): WOODS JAMES S
2. DATE OF BIRTH (Use numbers): MONTH 2 DAY 20 YEAR 28
3. Are you now married? YES [ ] 1 NO [X] 2
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE): FORREST RIVER NORTH DAKOTA
5. SEX: MALE [X] 1 FEMALE [ ] 2
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES [ ] NO [X]
7. Place an "X" in proper box to show your annual basic salary range.
UNDER $4,000 [ ] 1 — $4,000 TO $5,999 [ ] 2 — $6,000 TO $9,999 [X] 3 — $10,000 OR OVER [ ] 4

PART B — FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

If enrollment is for self only, answer Item 1. If enrollment is for self and family, also answer Item 2 and Item 3 if applies.

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
ASSOCIATION BENEFIT PLAN	HIGH	4 2 1

2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	
Wife or Husband		1			6
		2			7
		3			8
		4			9
		5			10

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [ ]

PART C — FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in proper box):
(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
(b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
(c) Any other reason. [ ] 3

PART D — FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan.
2. Number of event which permits change. (See table on back of duplicate for proper number.)
3. Date of event which permits change: MONTH DAY YEAR

PART E — ALL WHO REGISTER MUST FILL IN THIS PART

[signature] 14 June 60
(SIGNATURE) (DATE)

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F — TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE
(SIGNATURE OF AUTHORIZED AGENCY OFFICIAL)
2. DATE RECEIVED IN EMPLOYING OFFICE: 6/30/60
3. EFFECTIVE DATE OF ELECTION: 7/10/60
4. PAYROLL OFFICE NO.
5. PAYROLL ACTION (INITIALS AND DATE)

REMARKS — FOR USE ONLY BY ANNUITANTS AND AGENCY.

FE

Triplicate—To Employing Office

APRIL 1960

10564

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

James S Woods
(Employee)
James S. Woods

Lorenzo E. Norbeck
Office of Personnel
Lorenzo E. Norbeck

Date: 23 Aug 57

CONFIDENTIAL

29 November 1956

Korea Station wishes to express its appreciation to JAMES S. WOODS for his most diligent performance of duty during his recent TDY here, his highly cooperative attitude and above all, his extreme eagerness to get a job done well and expeditiously.

It was largely with his help that Korea Station was able to screen and process the voluminous material which needed to be handled in order to establish a coordinated and integrated record and file maintenance system.

All Korea Station personnel connected with the work of the TDY Team members were impressed and gratified by the eagerness with which they assisted with details and helped with problems that were outside the responsibilities of their assigned task. Their pleasant manner, apt suggestions, their excellent cooperation and untiring efforts to complete more than the initially estimated workload, all created a most favorable impression which reflects much credit not only on the team members themselves but on the Records Integration Branch as well.

Leland H. Carlisle

Leland H. CARLISLE
Chief, KOSTA (Rear)

CONFIDENTIAL

14-00000

144 Bush NRLL-
Ocean Branch
10-3

CONFIDENTIAL
(When Filled In)

1. NAME (Last)	(First)	(Middle)	2. THIS DATE
Woods	James	S.	6 August 1958

3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME

- [x] WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION (WAEPA)
- [x] GROUP HOSPITALIZATION INCORPORATED (GHI)
- [x] MUTUAL BENEFIT OF OMAHA - HOSPITALIZATION
- [x] UNITED LIFE INSURANCE (UBLIC)
- [x] AIR TRIP INSURANCE
- [x] DREAD DISEASES *
- [x] INCOME REPLACEMENT *

Not for us

* CASH PAYMENT OF PREMIUMS AT THE TIME EMPLOYEE APPLIES FOR INSURANCE MUST COVER THE PERIOD OF TIME HE WILL BE AWAY FROM HEADQUARTERS.

4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance)

WDC - Tokyo - WASH - TDY

5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAMS LISTED BELOW.

SIGNATURE OF EMPLOYEE: James S Woods

TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
Air Trip	✓		2017	———	4.00
FEGLI		✓			

6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS

SIGNATURE OF EMPLOYEE:

7. EMPLOYEE INTERVIEWED BY

CPD (Signature): Watton

ICD (Signature): Esther Patterson

8. REMARKS

When completed, the original of this form should be forwarded to T&RB for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPD files.

INSURANCE QUESTIONNAIRE

FORM NO. 797 REPLACES FORM 37-190
1 SEP 55 WHICH IS OBSOLETE.

CONFIDENTIAL

(4)

14-00000

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

Date 23 July 1954

Dear James S. Woods

1. This is to notify you that the United States Government, as represented by the Central Intelligence Agency, has accepted your employment effective 25 April 1954

Position: I.O.

Base Salary: GS-5 $3535.00

2. You will be:

a. Entitled to annual and sick leave in accordance with Civil Service Commission rules and regulations, or such other provisions of law or regulations as may be established in lieu thereof.

b. Reimbursed for travel expenses in accordance with CIA Regulations or Standardized Government Travel Regulations, as amended.

c. If stationed outside continental United States, granted such monetary allowances as are prescribed by CIA Regulations.

3. As a condition of your employment by the Central Intelligence Agency, you are subject to assignment to tours of duty at posts outside the continental United States. Each time you are so assigned, unless otherwise specified in advance by CIA, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless sooner transferred, reassigned or separated for reasons beyond your control. If you wish to return to the United States for personal reasons during that period, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.

4. If this employment is for assignment to an overseas post, it is understood and agreed that, unless earlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first overseas post, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of ~~six~~ 12 months from date of employment. In the event

either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

Ralph L. Lovelace
Official authorized to sign letters of appointment.

I accept the above agreement as a condition of my employment by CIA.

James S. Woods — Employee
23 July 54 — Date

Form No. 51-104
June 1948

14-00000

2202 ... FE-1 ... WH 15 ...

INSURANCE QUESTIONNAIRE

1. NAME (Last)	(First)	(Middle)	2. THIS DATE
Woods	James	S	10 June 54

3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME:

[✓] WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION (WAEPA) [✓] MUTUAL BENEFIT OF OMAHA

NI [✓] GROUP HOSPITALIZATION INCORPORATED [✓] AIR TRIP INSURANCE

4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance):

Lvg Wash. 2 July 54 To Minneapolis, Seattle, & Tokyo

5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE FOLLOWING INSURANCE PROGRAMS:

TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
WAEPA	✓		#2574	P/R - $8.33 - 8/04/54	$ 29.44
Air Trip Ins	✓		28354	———	$ 4.00

James S Woods
SIGNATURE

6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS:

SIGNATURE

7. EMPLOYEE INTERVIEWED BY:

CPB: E. Jofler
SIGNATURE

I&CB: Oscar ...
SIGNATURE

8. REMARKS:

When completed, the original of this form should be forwarded to T&2B for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.

FORM NO. 37-190
1 MAR 54

(4)

14-00000

STANDARD FORM 61 (REVISED AUGUST 1950)
PROMULGATED BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

IMPORTANT.—*Before swearing to these appointment affidavits, you should read and understand the attached information for appointee*

C.I.A. (Department or agency) (Bureau or division) Washington, D.C. (Place of employment)

I, James S. Woods, do solemnly ~~swear (or~~ affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

April 21, 1952
(Date of entrance on duty)

James S. Woods
(Signature of appointee)

Subscribed and sworn before me this 21st day of April, A. D. 1952,

at Washington (City), D.C. (State)

[SEAL]

Margaret C. Casey
(Signature of officer)

5 USC 16 a 16A
(Title)

NOTE.—*If the oath is taken before a Notary Public the date of expiration of his commission should be shown.*

16—55160-5

14-00000

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State)
3505 Minn. Ave. S.E. Washington 19, D.C.

2. (A) DATE OF BIRTH: Feb. 20, 1928
(B) PLACE OF BIRTH (city or town and State or country): Forest River, N. Dak.

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY: Mr. Ross A. Haede, Forest River, N. Dak.
(B) RELATIONSHIP: Father
(C) STREET AND NUMBER, CITY AND STATE: Forest River, N. Dak
(D) TELEPHONE NO.: —

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? [X] YES [ ] NO
If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED	SINGLE
Miss Marilyn Haede	3143 W 18th St. Denver, Col.	1. Clerk 2. temporary 3. V.A.	sister		✓
		1. 2. 3.			
		1. 2. 3.			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes", give details in Item 10.*		X
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.*		X
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.*		X
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED $25 OR LESS OR FORFEITED COLLATERAL OF $25 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? *If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any; or other disposition of the case. If appointed, your fingerprints will be taken.*		X

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, suitability in connection with any record of former discharge or arrest, and particularly for the following:

(1) *Identity of appointee.*—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) *Age.*—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) *Citizenship.*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family.*—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members-of-family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

U. S. GOVERNMENT PRINTING OFFICE 16—53132-1

14-00000

STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE

OFFICE: 050 DIVISION: RA

NAME (LAST) (FIRST) (MIDDLE): WOODS JAMES SHUVIE

BRANCH: Personnel & Records SECTION: File

I FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)

AGENCY	LOCATION	FROM DA.	FROM MO.	FROM YR.	TO DA.	TO MO.	TO YR.	TOTAL SERVICE DA.	TOTAL SERVICE MO.	TOTAL SERVICE YR.
C.I.A. ~~April 21, 1952~~		21	4	1952				14	8	
Treasury Dept	15th & Penn	5	11	1951	19	4	1952	14	5	-
Treasury Dept.	15th & Penn	19	5	1950	19	9.	1950	1	4	
SCD 11/12/48 verified 10/23/51 JK										
Total Civilian Service								15	9	—

II MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)

BRANCH OF SERVICE	FROM DA.	FROM MO.	FROM YR.	TO DA.	TO MO.	TO YR.	TOTAL SERVICE DA.	TOTAL SERVICE MO.	TOTAL SERVICE YR.
Army	3	10	1946	12	4	1948	10	6	1
Army	19	~~10~~ 9	1950	7	8	1951	19	7	
Total Military Service							9 ~~20~~	2	2

III CERTIFICATION

I hereby ~~XXXXXX~~ swear (or affirm) that the above Civilian and Military service is complete and accurate to the best of my knowledge.

April 21, 1952 — DATE

James S. Woods — SIGNATURE OF EMPLOYEE

IV REMARKS: (CONCERNING ABOVE SERVICE)

Margaret C. Lacey
505C16016A
SCD 11-8-48

MAY BE CONTINUED ON NON-DETACHABLE REVERSE SIDE

V FOR PERSONNEL OFFICE USE ONLY

TOTAL CREDITABLE SERVICE

DAYS	MONTHS	YEARS
25	1	3

as of 21 April 1952

14-00000

SECRET SECURITY INFORMATION

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) Woods (first) James (middle) Saurie	3. Office RI/FI

4. Date of Birth: Feb. 20, 1928	5. Sex: ✓ male (1) ___ female (2)	Marital Status: Single Nr. Dependents: 0	6. Employment Date: April 1952

7. Citizenship: ✓ U.S. ___ Other	8. Acquired By: (1) ✓ Birth (2) ___ Marriage (3) ___ Naturalization (4) ___ Other (specify) Year U.S. citizenship acquired, if not by birth ___

SEC. I. EDUCATION

1. Extent: (circle one)
   1. Less than high school
   2. High school graduate
   3. Trade, Business or Commercial school graduate
   $\textcircled{4}$ Two years college, or less
   5. Over two years, no degree
   6. Bachelor degree
   7. Post-graduate study (minimum 8 sem. hrs.)
   8. Masters degree
   9. Doctors degree

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd From	Dates att'd To	Yrs Compl Day	Yrs Compl Night	Degree Recd Title	Degree Recd Date	Sem Hrs
Aakers Business School - Grand Forks N. Dak.	accounting	Law	Oct Feb	48 50			Junior accounting Diploma		
Strayers College Washington D.C.	accounting	Law	Now attending						

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates From	To	Tot. mo's	Study or Specialization

4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates From	To	Tot. mo's	Study or Specialization

SEC. II. WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From April 52 To Nov 52 Tot. mos. 7	Description of Duties: Supervise the changing of the folders from [illegible] to the single documents autostat documents for RI Do requests and other general office duties.
Grade GS-4 Salary 3175 yr	
Office RI/FI	
Position Title: CLERK	
Duty Title: General Office Work	Duty Station, if overseas:
From ___ To ___ Tot. mos. ___	Description of Duties:
Grade ___ Salary ___	
Office	
Position Title:	
Duty Title:	Duty Station, if overseas:
From ___ To ___ Tot. mos. ___	Description of Duties:
Grade ___ Salary ___	
Office	
Position Title:	
Duty Title:	Duty Station, if overseas:
From ___ To ___ Tot. mos. ___	Description of Duties:
Grade ___ Salary ___	
Office	
Position Title:	
Duty Title:	Duty Station, if overseas:
From ___ To ___ Tot. mos. ___	Description of Duties:
Grade ___ Salary ___	
Office	
Position Title:	
Duty Title:	Duty Station, if overseas:

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From Jan 52 To April 52 Tot. mo's 4 Classification Grade (if in Federal Service) GS-3 Salary 2950 Number and Class of Employees Supervised: Employer Treasury Dept. Kind of Business or organization (i.e., paper products mfr, public utility) Div. of Investments	Exact Title of your position Fiscal accounting Clerk. Description of Duties: Working with Mexican Claims Duty Station if overseas:
From May 50 To Jan 52 Tot. mo's 7 Classification Grade (if in Federal Service) GS-2 Salary 2750 Number and Class of Employees Supervised: Employer Treasury Dept. Kind of Business or organization (i.e., paper products mfr, public utility) Div. of Disbursements	Exact Title of your position Fiscal accounting Clerk Description of Duties: Verified checks for correct names, addresses and money. Other 13 months of this period spent in the Army Duty Station if overseas:
From To Tot. mo's Classification Grade (if in Federal Service) Salary Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Description of Duties: Duty Station if overseas:
From To Tot. mo's Classification Grade (if in Federal Service) Salary Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Description of Duties: Duty Station if overseas:
From To Tot. mo's Classification Grade (if in Federal Service) Salary Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Description of Duties: Duty Station if overseas:

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

01___U.S. Secret Service
02___Civil Police
03___Military Police
04___U.S. Border Patrol
05___U.S. Narcotics Squad
06___FBI
07___Criminal Investigation Div.
21___Office of Naval Intelligence
22___Office of War Information
23___Army G-2
20___Office of Strategic Services
24___Air Force A-2
25___Foreign Economic Admin.
26___Counter Intelligence Corps
27___Immigration & Naturalization
28___Strategic Services Unit
29___Foreign Service, State Dept.
30___Central Intelligence Group
31___Armed Forces Security Agency
32___Coordinator of Information
33___Office of Facts & Figures
34___Board of Economic Warfare
35___Federal Communications Comm.

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

	COMPETENCE						HOW ACQUIRED			
LANGUAGE	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein ________

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. ________

SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Aquired (check (X) one)		
		Residence	Travel	Study
Tokyo, Japan	Jan 47 - March 48	X (army)		
Korea	Dec 50 - June 51	x (army)		

2. Specialized Knowledge of Area
List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1. 5%	2.	35	1. Yes 2. No
Shorthand	1.	2. ✓	—	1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented	
	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

SEC. X. TESTS (Within present organization)

Describe below the type of tests which you have taken.

Type of Test	Date Taken

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

None

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour ✓ (2) 4 year Tour ___ (3) Not interested ___.

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment do you think you are best qualified?

One in which I may be able to use
my accounting experience, such as some
finance work or administrative work.

SEC. XIV. MILITARY STATUS

1. Present Draft Status
Have you registered under the Selective Service Act of 1948? ✓ Yes ___ No.
If yes, indicate your present draft classification 4 A

2. Present Reserve or National Guard Status
Do you now have Reserve or National Guard Status ___ Yes ✓ No.
If yes, complete the following.
1. ___ National Guard
2. ___ Air National Guard
3. ___ Active Reserve Status (member of organized unit)
4. ___ Inactive Reserve Status

Service ARMY Grade P.F.C Serial Number ER17214704

Reserve Unit with which currently affiliated ___

Service Mobilization Assignment, if any ___

Location of Service Records, if known Washington 25, D.C

SEC. XV. TRAINING
List the training courses or subjects you have taken in this organization.

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS
Use this space to indicate any other qualifications you may have which you do not describe above.

DATE Nov. 13, 1952 SIGNATURE James [illegible]

WEAR

REPORT OF QUALIFICATIONS

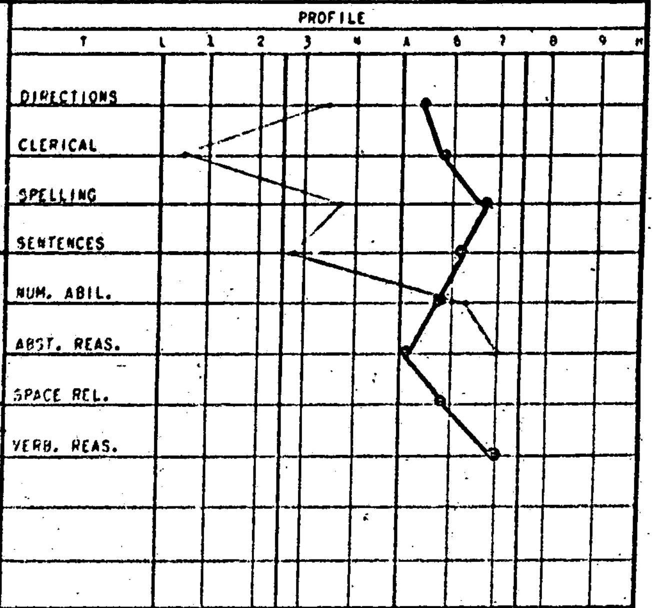
NOTE: THIS REPORT MUST NOT BE DISCUSSED WITH APPLICANT OR EMPLOYEE.

NAME OF EMPLOYEE (OR APPLICANT)		THIS DATE
WOODS, James S.	Acct Clk.	20 December 1951

TEST RECORD

NOTE: PRINTED BLACK LINE REPRESENTS MEAN PERCENTILE RANKINGS OF GS-4'S. COLORED LINE REPRESENTS PERCENTILE RANKINGS FOR THIS PARTICULAR SUBJECT.

PROFILE



TYPING			SHORTHAND			
GROSS	NET	ERRORS	1	2	3	TOT. TIME
28	18	10				

EVALUATION OF EDUCATION AND EXPERIENCE

TYPE OF POSITION		OUTSTANDING	SUPERIOR	ADEQUATE	WEAK	INADEQUATE
	EDUCATION	☐	☐	☐	☐	☐
	DIRECT EXPERIENCE	☐	☐	☐	☐	☐
	INDIRECT EXPERIENCE	☐	☐	☐	☐	☐
	EDUCATION	☐	☐	☐	☐	☐
	DIRECT EXPERIENCE	☐	☐	☐	☐	☐
	INDIRECT EXPERIENCE	☐	☐	☐	☐	☐
	EDUCATION	☐	☐	☐	☐	☐
	DIRECT EXPERIENCE	☐	☐	☐	☐	☐
	INDIRECT EXPERIENCE	☐	☐	☐	☐	☐

QUALIFICATIONS TECHNICIAN

FORM NO. 37-70C
JAN 1950

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 25 August 1976

2. NAME (Last, First, Middle): Woods, James S.

3. POSITION TITLE: Records Admin Officer

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDO/CCS/RRD

6. EMPLOYEE'S EXT.: 6352

7. PURPOSE OF EVALUATION

[ ] PRE-EMPLOYMENT
[ ] ENTRANCE ON DUTY
[ ] TDY STANDBY
[ ] SPECIAL TRAINING
[XX] ANNUAL
[ ] RETURN TO DUTY
[ ] FITNESS FOR DUTY
[ ] MEDICAL RETIREMENT

[ ] HDQS/TDY
[ ] OVERSEAS ASSIGNMENT

ETD
STATION
TDY OR PCS
TYPE OF COVER
NO. OF DEPENDENTS TO ACCOMPANY
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED

[ ] RETURN FROM OVERSEAS

ETA
STATION
NO. OF DEP.'S

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

[ ] YES
[ ] NO

9. REQUESTING OFFICER

SIGNATURE
Donald E. McGahill

ROOM NO. & BUILDING: [illegible] HQS

EXT.: 6344

10. COMMENTS

11. REPORT OF EVALUATION

Annual Exam Completed.

DATE: 4 October 1976

SIGNATURE FOR CHIEF OF MEDICAL STAFF: William T. Golder, OMS/PEO

FORM 259 USE PREVIOUS EDITIONS 9-72

SECRET

E 2 IMPDET CL BY 007622

SECRET

1. NAME (Last, First, Middle)	2. DATE OF BIRTH	3. GRADE
WOODS, James S.	20 February 1928	GS-10

4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment)	5. PRESENT POSITION	6. EMPLOYEE EXTENSION
DDP/EUR	Records Admin Officer	c/o7152

7. PROPOSED STATION	8. PROPOSED POSITION (Title, Number, Grade)
Rome, Italy	Records Admin Officer 0699 (09)

9. TYPE OF COVER AT NEW STATION	10. ESTIMATED DATE OF DEPARTURE	11. NO. OF DEPENDENTS TO ACCOMPANY
SS# 502-16-6806 Nominal (Light State)	31 May 1971	-2-

12. COMMENTS

Please evaluate for proposed assignment.

No language is required for this position

Form 58 attached

13. DATE OF REQUEST	14. SIGNATURE OF REQUESTING OFFICIAL	15. ROOM NUMBER AND BUILDING	16. EXTENSION
8 March 1971	Floyd G. Lanter Floyd G. Lanter, E/Pers	4B0002 Hq.	7152

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

[illegible] 1971

QUALIFIED [illegible]

[illegible]

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 1-60 259a USE PREVIOUS EDITIONS

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose.
Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444f, "Qualifications Supplement to the Personal History Statement," or a previous update form.
If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not.
Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I — BIOGRAPHIC AND POSITION DATA

EMP. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH	SD
010032	WOODS JAMES SAUVIE	20 FEB 28	

SECTION II — EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE ☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	YEARS ATTENDED FROM--TO--	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
1. UNIVERSITY OF MARYLAND			1964-1970			48 SEM HRS
2.						

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

SECTION III — MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:
2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)
3. DATE OF BIRTH
4. PLACE OF BIRTH (City, State, Country)
5. OCCUPATION
6. PRESENT EMPLOYER
7. CITIZENSHIP
8. FORMER CITIZENSHIP(S) COUNTRY(IES)
9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV — DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. ☒ ADD ☐ DELETE	Daughter	Bethesda, MD.	American	432 College Pkwy Rockville, MD
2. ☐ ADD ☐ DELETE				

FORM 10-68 444n USE PREVIOUS EDITIONS — SECRET — GROUP 1 Excluded from automatic downgrading and declassification — (4-31)

SECRET
(When Filled In)

SECTION V — GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY--CHECK (X) RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
1.							
2.							

MAR 11 9 21 AM '71
MAIL ROOM

SECTION VI — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM) 2. SHORTHAND (WPM) 3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM
☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER SPECIFY:

SECTION VII — SPECIAL QUALIFICATIONS

PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

SECTION VIII — MILITARY SERVICE

CURRENT DRAFT STATUS

1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED? ☐ YES ☐ NO
2. NEW CLASSIFICATION
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS
4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG: ☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD ☐ NATIONAL GUARD ☐ AIR NATIONAL GUARD

1. CURRENT RANK, GRADE OR RATE
2. DATE OF APPOINTMENT IN CURRENT RANK
3. EXPIRATION DATE OF CURRENT OBLIGATION
4. CHECK CURRENT RESERVE CATEGORY ☐ READY RESERVE ☐ STANDBY (active) ☐ STANDBY (inactive) ☐ RETIRED ☐ DISCHARGED
5. MILITARY MOBILIZATION ASSIGNMENT
6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED

MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	RESIDENT / AGENCY-SPONSORED

SECTION IX — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP FROM	TO
1.			
2.			
3.			

SECTION X — REMARKS

DATE

SIGNATURE OF EMPLOYEE
X James Sauvie Woods

SECRET

14-00000

SECRET
(When Filled In)

OFFICIAL USE ONLY (When Filled In)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS

SECTION I — BIOGRAPHIC AND POSITION DATA

1. EMP. SER. NO.	2. NAME (Last-First-Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE/GRADE/STEP
030032	WOODS JAMES S	M	02/20/28	GS-09-07

6. SD	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION (Country, City)
D	RECORDS ADMIN OF	FE	SAIGON, SOUTH VIET NAM

SECTION II — AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
JAPAN	PCS 56	54/08/01	56/07/01
JAPAN	TDY 56	56/08/01	56/11/01
MEXICO	TDY 56	57/02/01	57/08/01
PHILIPPINE ISLANDS	PCS 56	57/09/01	59/03/19
JAPAN	PCS 45	61/04/24	66/09/24
VIETNAM	PCS 6	67/01/04	68/10/3

OVERSEAS DATA
CODED
DATE: 16 OCT 1968
INITIALS:

SECTION III — EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
	NO COLLEGE DEGREE ON RECORD		

FORM 1-67 444j
Mfg. 2-67

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

29 FEB 1970 (4-51)

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(When Filled In)

SECTION III — EDUCATION (Cont'd)

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From - To)	GRADUATE
			☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT: MAJOR	SUBJECT: MINOR	YEARS ATTENDED FROM - TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM./QTR HRS (Specify)
1. U. OF MD. TACHIKAWA, JAPAN		ENG I	1966			3
2. U. OF MD. TACHIKAWA, JAPAN		BH 10	1966			3
3. U. OF MD. SAIGON		HIS 127	1967			3
U. OF MD SAIGON [illegible]		ECN 31	1967			3
4. U. OF MD SAIGON [illegible]		PY 1	1967			3

5. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

DATE [illegible]
CS
[illegible] DATA

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				
4.				
5.				

AGENCY-SPONSORED EDUCATION

Specify which, if any, of the education shown in Section III was Agency sponsored

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				
4.				
5.				

SECRET

SECRET
(When Filled In)

SECTION IV NONE — GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY - - CHECK (X) RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT

SECTION V NONE — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)
2. SHORTHAND (WPM)
3. INDICATE SHORTHAND SYSTEM USED - - CHECK (X) APPROPRIATE ITEM: ☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER-SPECIFY:

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (comptometer, mimeograph, card-punch, etc.)

SECTION VI NONE — SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH.

2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES SUCH AS OPERATION OF RADIO TRANSMITTERS (indicate CW speed, sending & receiving), OFFSET PRESS, TURRET LATHE, EDP AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.

3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC.? ☐ YES ☐ NO

4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, MUNICIPALITY, ETC. Provide license registry number if known.

5. FIRST LICENSE/CERTIFICATE (year of issue)

6. LATEST LICENSE/CERTIFICATE (year of issue)

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (do NOT submit copies unless requested). INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (non fiction or scientific articles, general interest subjects, novels, short stories, etc.)

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

SECRET

SECTION VIII	AGENCY EMPLOYMENT HISTORY	
1. INCLUSIVE DATES (From-To-by month & year) Jan 67 - Oct 68	2. LOCATION (Country, City) Saigon Vietnam	3. DIRECTORATE-OFFICE OR DIVISION, BRANCH
4. TITLE OF JOB		5. GRADES HELD IN JOB
6. DESCRIPTION OF DUTIES		

1. INCLUSIVE DATES (From-To-by month & year) APR 61 - SEPT 66	2. LOCATION (Country, City) TOKYO, JAPAN	3. DIRECTORATE-OFFICE OR DIVISION, BRANCH FE
4. TITLE OF JOB CHIEF OF REGISTRY		5. GRADES HELD IN JOB GS 9
6. DESCRIPTION OF DUTIES SUPERVISED 7 EMPLOYEES IN REGISTRY WORK.		

1. INCLUSIVE DATES (From-To-by month & year) FEB 59 - MAR 61	2. LOCATION (Country, City) Wash. D.C.	3. DIRECTORATE-OFFICE OR DIVISION, BRANCH FE
4. TITLE OF JOB Records Admin Officer		5. GRADES HELD IN JOB GS-9
6. DESCRIPTION OF DUTIES ASSIST THE FE RMO IN THE MANAGEMENT OF FE RECORDS. INCLUDED CLOSE LIAISON WITH RID. ALSO INVOLVED 4 MONTHS OF HALF-DAY WORK WITH DDP/MACHINE RECORD GROUP IN SETTING UP THE APERTURE CARD SYSTEM.		

SECTION VIII — AGENCY EMPLOYMENT HISTORY (Cont'd)

1. INCLUSIVE DATES (From-To-by month & year): AUG 57 - FEB 59
2. LOCATION (Country, City): MANILA, P.I.
3. DIRECTORATE OFFICE OR DIVISION, BRANCH: FE
4. TITLE OF JOB: CHIEF OF RECORDS MANAGEMENT TEAM
5. GRADES HELD IN JOB: GS-7 & GS-9
6. DESCRIPTION OF DUTIES:

CHIEF OF A TEAM OF THREE INDIVIDUALS STATIONED PCS MANILA BUT TRAVELLED THROUGHOUT THE F.E. (INCLUDING AUSTRALIA) TO SET UP RECORD SYSTEMS, INCLUDING REGISTRY, ACCORDING TO HEADQUARTERS REGULATION. THIS WAS TO ENSURE THAT FIELD SYSTEMS WOULD BE IN LINE WITH HQS PROCEDURES.

1. INCLUSIVE DATES (From-To-by month & year): FEB 57 - JULY 57
2. LOCATION (Country, City): MEXICO CITY, MEXICO
3. DIRECTORATE OFFICE OR DIVISION, BRANCH: WH
4. TITLE OF JOB: TEAM MEMBER OF RECORDS MANAGEMENT TEAM
5. GRADES HELD IN JOB: GS-7
6. DESCRIPTION OF DUTIES:

MEMBER OF A TEAM OF 4 SENT TO MEXICO TO ESTABLISH AND STREAMLINE A SYSTEM OF RECORDS. THIS INVOLVED SETTING UP A 201 SYSTEM, BETTER NAME TRACE SYSTEM, CHARGE-OUT SYSTEM FOR FILES AND THE MICROFILMING OF FBI RECORDS. MY MAIN SPECIALTY WAS 201'S.

1. INCLUSIVE DATES (From-To-by month & year): AUG. 54 - NOV 56
2. LOCATION (Country, City): SEOUL, KOREA [illegible] & YOKOSUKA, [illegible]
3. DIRECTORATE OFFICE OR DIVISION, BRANCH: FE
4. TITLE OF JOB: ADMIN ASSISTANT
5. GRADES HELD IN JOB: GS-5 & GS-7
6. DESCRIPTION OF DUTIES:

NAME TRACES AND OTHER REGULAR REGISTRY DUTIES.

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SECRET
(When Filled In)

SECTION IX — MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried - SPECIFY): MARRIED

2. NAME OF SPOUSE: (Last) WOODS (First) LOUISE (Middle) ANNE (Maiden) FALLON

3. DATE OF BIRTH: 8 MAY 1937

4. PLACE OF BIRTH (City, State, Country): BROOKLYN, NEW YORK

5. OCCUPATION: HOUSEWIFE

6. PRESENT EMPLOYER: NA

7. CITIZENSHIP: AMERICAN

8. FORMER CITIZENSHIP(S), COUNTRY(IES): —

9. DATE U.S. CITIZENSHIP ACQUIRED: —

SECTION X — DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
CHRISTINE MARIE	DAU.	TOKYO, JAPAN APR 14, 1963	American	DECEASED July 63

SECTION XI NONE — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP FROM	DATE OF MEMBERSHIP TO

DATE: 9 OCT 68

SIGNATURE OF EMPLOYEE: James L. Woods

SECRET

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SECRET
(When Filled In)

PERIODIC SUPPLEMENT
PERSONAL HISTORY STATEMENT

Return to
QAB
1604 Curie

THIS DATE

INSTRUCTIONS

This form provides the means whereby your official personnel file will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through XIII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.

SECTION I — GENERAL

1. FULL NAME (Last-First-Middle): WOODS, JAMES SAUVIE

2. CURRENT ADDRESS (No., Street, City, Zone, State): 2124 F. ST. N.W. WASH. D.C.

3. PERMANENT ADDRESS (No., Street, City, Zone, State): FOREST RIVER, NORTH DAKOTA

4. HOME TELEPHONE NUMBER: [redacted] 4791

5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE: U.S.A.

SECTION II — PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S.: MR. ROSS A WOODS

2. RELATIONSHIP: FATHER

3. HOME ADDRESS (No., Street, City, Zone, State, Country): FOREST RIVER, NORTH DAKOTA

4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE: FOREST RIVER, NORTH DAKOTA NA

5. HOME TELEPHONE NUMBER: 4791

6. BUSINESS TELEPHONE NUMBER: NA

7. BUSINESS TELEPHONE EXTENSION: NA

8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE. NA

SECTION III — MARITAL STATUS

1. CHECK (X) ONE: [X] SINGLE [ ] MARRIED [ ] WIDOWED [ ] SEPARATED [ ] DIVORCED [ ] ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS

12 SEP

WIFE OR HUSBAND: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiancé.

3. NAME (First) (Middle) (Maiden) (Last)

4. DATE OF MARRIAGE | 5. PLACE OF MARRIAGE (City, State, Country)

6. HIS (or her) ADDRESS BEFORE MARRIAGE (No., Street, City, State, Country)

CODED

7. LIVING: YES / NO | 8. DATE OF DEATH | 9. CAUSE OF DEATH

10. CURRENT ADDRESS (Give last address, if deceased)

10 DEC

11. DATE OF BIRTH | 12. PLACE OF BIRTH (City, State, Country)

13. IF BORN OUTSIDE U.S. DATE OF ENTRY | 14. PLACE OF ENTRY

15. CITIZENSHIP (Country) | 16. DATE ACQUIRED | 17. WHERE ACQUIRED (City, State, Country)

18. OCCUPATION | 19. PRESENT EMPLOYER (Give first name, ... or if spouse is deceased or unemployed, last two employers)

20. EMPLOYER'S OR OWN BUSINESS ADDRESS (No., Street, City, State, Country)

SECTION III CONTINUED TO PAGE 2

SECRET
(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE (From and To) BY MONTH AND YEAR	
22. BRANCH OF SERVICE	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1	1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
2	1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
3	1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
4	1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

NA

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? [X] YES [ ] NO

2. IF YOUR ANSWER IS "NO" TO THE ABOVE, STATE SOURCES OF OTHER INCOME

NA

3. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
UNION TRUST CO.	WASHINGTON, D.C.

SECTION V CONTINUED TO PAGE 3

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SECRET
(When Filled In)

SECTION V CONTINUED FROM PAGE 2

4. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? [ ] YES [X] NO

5. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

NA

6. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? [ ] YES [X] NO

7. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE COMPLETE DETAILS

NA

8. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? [ ] YES [X] NO IF YOU HAVE ANSWERED "YES", GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

SECTION VI — CITIZENSHIP

1. PRESENT CITIZENSHIP (Country): U.S.A.

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE: [X] BIRTH [ ] MARRIAGE [ ] OTHER (Specify):

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? [ ] YES [X] NO

4. GIVE PARTICULARS: NA

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.)

NA

SECTION VII — EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

[ ]	LESS THAN HIGH SCHOOL GRADUATE	[ ]	OVER TWO YEARS OF COLLEGE - NO DEGREE
[ ]	HIGH SCHOOL GRADUATE	[ ]	BACHELOR'S DEGREE
[X]	TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	[ ]	GRADUATE STUDY LEADING TO HIGHER DEGREE
[ ]	TWO YEARS COLLEGE OR LESS	[ ]	MASTER'S DEGREE [ ] DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT: MAJOR	SUBJECT: MINOR	DATES ATTENDED: FROM	DATES ATTENDED: TO	DEGREE REC'D	DATE REC'D	SEM/QTR. HOURS SPECIFY
~~[illegible]~~ NA							

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED: FROM	DATES ATTENDED: TO	TOTAL MONTHS
HadLicks PRIVATE Business school GRAND FORKS - N. DAK.	Accounting	NOV-48	APR-49	9 month
		OCT-49	FEB 50	

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED: FROM	DATES ATTENDED: TO	TOTAL MONTHS
NA				

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

NA

SECRET

14-00000

SECRET
(When Filled In)

SECTION VIII — FOREIGN LANGUAGE ABILITIES

LANGUAGE (List below each language in which you possess any degree of competence. Indicate your proficiency to read, write or speak by placing a check (X) in the appropriate boxes)	COMPETENCE - IN ORDER LISTED: EQUIVALENT TO NATIVE FLUENCY (R W S)	FLUENT BUT OBVIOUSLY FOREIGN (R W S)	ADEQUATE FOR RESEARCH (R W S)	ADEQUATE FOR TRAVEL (R W S)	LIMITED KNOWLEDGE (R W S)	HOW ACQUIRED: NATIVE TO COUNTRY	PROLONGED RESIDENCE	CONTACT (WITH PARENTS ETC.)	ACADEMIC STUDY (ALL LEVELS)

R - READ W - WRITE S - SPEAK

CANCELLED

2. IF YOU HAVE CHECKED "ACADEMIC STUDY" UNDER "HOW ACQUIRED", INDICATE LENGTH AND INTENSIVENESS OF STUDY

3. DESCRIBE YOUR ABILITY TO DO SPECIALIZED LANGUAGE WORK INVOLVING VOCABULARIES AND TERMINOLOGY ON THE SCIENTIFIC, ENGINEERING, TELECOMMUNICATIONS, MILITARY OR ANY OTHER SPECIALIZED FIELD.

SECTION IX — GEOGRAPHIC AREA KNOWLEDGE

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE", INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY: RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
NA						

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE

NA

SECTION X — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (W.P.M.)	2. SHORTHAND (W.P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM
30	NA	GREGG / SPEEDWRITING / STENOTYPE / OTHER (Specify):

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)

NA

SECTION XI — SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH

NA

2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK

NA

3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTWAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.

NA

4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.

NA

5. FIRST LICENSE OR CERTIFICATE (Year of issue)	6. LATEST LICENSE OR CERTIFICATE (Year of issue)
NA	NA

SECRET

SECRET
(When Filled In)

SECTION XI CONTINUED FROM PAGE 4

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

NA

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

NA

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

NA

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

NA

SECTION XII ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1
1. INCLUSIVE DATES (From- and To-): APR-1952-JUNE-1954
2. GRADE: 4
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: RI
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: NONE
5. OFFICIAL POSITION TITLE: FILE CLERK
6. DESCRIPTION OF DUTIES: Worked in FILES doing Filing and other Related duties. Worked in Consolidation with 201's

2
1. INCLUSIVE DATES (From- and To-): July 54 - June 56
2. GRADE: 5
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: FE/6 OVERSEAS
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: NONE
5. OFFICIAL POSITION TITLE: ~~[illegible]~~ INTELL ANALYST
6. DESCRIPTION OF DUTIES: HEAD OF PERSONALITY FILE (201 FILES) SECTION FOR BASE, which involded ALL AGENT FILES.

3
1. INCLUSIVE DATES (From- and To-): AUG 56 - NOV 56
2. GRADE: 7
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: RI ~~[illegible]~~ TDY OVERSEAS FOR FE/6
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: ~~[illegible]~~ 5
5. OFFICIAL POSITION TITLE: INTELL ANALYST
6. DESCRIPTION OF DUTIES: RETIREMENT OF RECORDS TO Hqs FROM BASE. SET UP NEW SYSTEM OF RECORDS FOR BASE

4
1. INCLUSIVE DATES (From- and To-): DEC 56 - JAN 57
2. GRADE: 7
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: RI
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: NONE
5. OFFICIAL POSITION TITLE: INTELL ANALYST
6. DESCRIPTION OF DUTIES: WORKED IN RI/AN 201 SECTION in FILLING OUT 831's

5
1. INCLUSIVE DATES (From- and To-): FEB 57 - AUG 57
2. GRADE: 7
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: RI TDY - MEXICO
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: NONE
5. OFFICIAL POSITION TITLE: INTELL ANALYST
6. DESCRIPTION OF DUTIES: SET UP SYSTEM OF RECORDS FOR STATION

(Use additional pages if required)

SECRET

SECRET
(When Filled In)

SECTION XIII	CHILDREN AND OTHER DEPENDENTS		
1. NUMBER OF CHILDREN (Including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.		2. NUMBER OF OTHER DEPENDENTS (Including spouse, parents, stepparents, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.	

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX M	SEX F	CITIZENSHIP	ADDRESS

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

Can't recall addresses but lived in the following places since Apr 1952 -

Conn. Ave. N.W. D.C.
Minnesota Ave. S.E. D.C
Colonial Terrace, Arlington, VA.
Greenbrier St, Arlington, VA.

DATE COMPLETED	SIGNATURE OF EMPLOYEE
10 Sept 57	James S Hoads

SECRET

14-00000

SECRET
(When Filled In)

(1-6)	LANGUAGE DATA RECORD
116632	

PART I-GENERAL

1. NAME (Last-First-Middle) (7-24)	2. DATE OF BIRTH (25-30) MONTH	DAY	YEAR
Woods, James S	Feb	20	1928

3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39) MONTH	DAY	YEAR	5.
000	9	9	57	[X] I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II-LANGUAGE ELEMENTS

SECTION A. Reading (40)

1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.
5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. Writing (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.
5. I CANNOT WRITE IN THE LANGUAGE.

SECTION C. Pronunciation (42)

1. MY PRONUNCIATION IS NATIVE.
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN; BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.
5. I HAVE NO SKILL IN PRONUNCIATION.

CONTINUE ON REVERSE SIDE

FORM NO. 444c
1 FEB 57

SECRET

14-45

14-00000

CONTINUATION OF PART II—LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV—CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
9 Sept 57	James S Hoodie
(46)	(47)

14-00000

STANDARD FORM 57 - NOV. 1947
U.S. CIVIL SERVICE COMMISSION

... CATION FOR FEDERAL EMPLOYM...

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type, write or print in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION NO. / ANNOUNCEMENT

1. Name of examination or kind of position applied for: Accountant

2. Option(s) (if mentioned in examination announcement):

3. Place of (...) application (City and State): Washington D.C.

4. Date of this application:

5. Mr. / Mrs. / Miss (First name) (Middle) (Maiden, if any) (Last): James Sauvie Woods

6. (a) Street and number or R. D. number: 2817 Conn. Ave. N.W.

(b) City or post office (including postal zone) and State: Washington 8, D.C.

7. Legal or voting residence (State): N. Dak.

8. (a) Office phone: ex 6400 et 2612 (b) Home phone: AD 8430

9. Date of birth (month, day, year): Feb. 20, 1928

10. ☐ Married ☒ Single

11. Place of birth (city and State; if born outside U.S., name city and country): Forest River, N. Dak.

12. ☒ Male ☐ Female

13. (a) Height without shoes: 5 feet 6 inches (b) Weight: 156 pounds

14. (a) Have you ever been employed by the Federal Government? ☒ Yes ☐ No

(b) If so, give last grade and date of last change in grade: GS-2

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

☐ Appor. ☐ Non Appor.	Material ☐ Submitted ☐ Returned	Entered Register
Notations:	App. Review: Approved:	

Option	Grade	Earned Rating	Preference	Augm. Rating
			☐ 5 Points (Tent.)	
			☐ 10 Points	
			☐ Wife or Widow	
			☐ Disal.	
			☐ Being Investigated	
Initials and Date				

15. (a) What is the lowest entrance salary you will accept? $ 2950 per year
You will not be considered for any position with a lower entrance salary.

(b) Check if you will accept short-term appointment if offered, for ☐ 1 to 3 months ☐ 4 to 6 months ☒ 6 to 12 months

NOTE. *Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment.*

(c) If you are willing to travel, specify ☐ Occasionally ☒ Frequently ☐ Constantly

(d) Check if you will accept appointment, if offered: ☒ In Washington, D. C. ☒ Anywhere in the United States ☒ Outside the United States

(e) If you will accept appointment in certain locations only, give acceptable locations.

16. EXPERIENCE. It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the spaces below in its proper sequence.

(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

① **PRESENT POSITION**

Dates of employment (month, year): From May, 1950 to present time

Exact title of your present position: Fiscal Accounting clerk

Classification grade (if in Federal Service): GS-2

Salary or earnings: Starting $ 2450 per year; Present $ 2830 per year

Place of employment (city and State): Washington D.C.

Name and title of immediate supervisor: Mrs. Gervias

Name and address of employer (firm, organization, or person; if Federal, name department, bureau or establishment, and division): Treasury Dept. Penn. Ave.

Kind of business or organization (e.g., wholesale silk, insurance agency, manufacture of locks, etc.): Division of Disbursements

Number and kind of employees supervised by you:

Reason for desiring to change employment: Better Position

Description of your work:
Working with vouchers and checks; checking them for names, dates, money, etc. Doing other clerkical duties of a general nature.

(CONTINUED ON NEXT PAGE)

16—53046-6

16 CONTINUED

② DATES OF EMPLOYMENT (month, year)
FROM Feb. 1950 TO May. 1950
EXACT TITLE OF YOUR POSITION: Clerk & Salesman
CLASSIFICATION GRADE (If in Federal service):
SALARY OR EARNINGS: STARTING $ — FINAL $ 180 PER month
PLACE OF EMPLOYMENT (city and State): Grand Forks, N. Dak.
NAME AND TITLE OF IMMEDIATE SUPERVISOR: Mr. or Mrs. Pat M. Byrne
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division): General Tobbacco & Candy Company Grand Forks, N. Dak.
KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.): Wholesaler of Tobacco & Candy
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: None
REASON FOR LEAVING: To work for the Government
DESCRIPTION OF YOUR WORK:
Selling tobacco and candy. Doing office work such as taking inventorys and making out sales tickets.

③ DATES OF EMPLOYMENT (month, year)
FROM Oct. 1949 TO Feb. 1950
EXACT TITLE OF YOUR POSITION: In school
CLASSIFICATION GRADE (If in Federal service):
SALARY OR EARNINGS: STARTING $ PER — FINAL $ PER
PLACE OF EMPLOYMENT (city and State):
NAME AND TITLE OF IMMEDIATE SUPERVISOR:
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division):
KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.):
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU:
REASON FOR LEAVING:
DESCRIPTION OF YOUR WORK:

④ DATES OF EMPLOYMENT (month, year)
FROM April, 1949 TO Oct. 1949
EXACT TITLE OF YOUR POSITION: Farm Laborer
CLASSIFICATION GRADE (If in Federal service):
SALARY OR EARNINGS: STARTING $ — FINAL $ 150 PER month
PLACE OF EMPLOYMENT (city and State): Inkster, N. Dak.
NAME AND TITLE OF IMMEDIATE SUPERVISOR: Mr. Zeck Thomas
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division): Zeck Thomas Inkster, N. Dak.
KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.): Farming
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: none
REASON FOR LEAVING: To go to school
DESCRIPTION OF YOUR WORK:
Doing general farm duties.

16—58060-1

14-00000

⑤ DATES OF EMPLOYMENT (*month, year*)
FROM Oct, 1948 TO April, [illegible]

EXACT TITLE OF YOUR POSITION
In School

CLASSIF[illegible] (if in F[illegible]ice)

SALARY OR EARNINGS
STARTING $ PER
FINAL $ PER

PLACE OF EMPLOYMENT (*city and State*)

NAME AND TITLE OF IMMEDIATE SUPERVISOR

NAME AND ADDRESS OF EMPLOYER (*firm, organization, or person, if Federal, name department, bureau or establishment, and division*)

KIND OF BUSINESS OR ORGANIZATION (*e. g., wholesale silk, insurance agency, manufacture of locks, etc.*)

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU

REASON FOR LEAVING

DESCRIPTION OF YOUR WORK

If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

17. MILITARY TRAINING In the space below, describe any training received in the Armed Services (not already listed under Item 16) that would assist appointing officers in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra pages may be used to give full descriptions.)

DATES FROM	DATES TO	LOCATION	DESCRIPTION OF TRAINING

18 EDUCATION. (*Circle highest grade completed*):
1 2 3 4 5 6 7 8 9 10 11 ⑫

MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTORY COMPLETION OF
☐ ELEMENTARY SCHOOL ☐ JUNIOR HIGH SCHOOL ☒ SENIOR HIGH SCHOOL

(A) GIVE NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED
Forest River High, Forest River, N. Dak.

(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED
English, Bookkeeping and Math

(C) NAME AND LOCATION OF COLLEGE OR UNIVERSITY	MAJOR AND SPECIALTY	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT	DEGREES CONFERRED TITLE	DEGREES CONFERRED DATE	SEMESTER HOURS CREDIT
Hadlich's Priviate Business School Grand Forks, N. Dak.	Accounting & Tax	Oct. 48 / Oct. 49	April / Feb.	49 / 50		Junior Accountancy Diploma		

(D) LIST YOUR CHIEF UNDERGRADUATE COLLEGE SUBJECTS	SEMESTER HOURS	LIST YOUR CHIEF GRADUATE COLLEGE SUBJECTS	SEMESTER HOURS
		Accounting	
		Income Tax	

(E) OTHER TRAINING, SUCH AS VOCATIONAL, BUSINESS, STUDY COURSES GIVEN THROUGH THE ARMED FORCES INSTITUTE (*show name and location of school*) OR "IN-SERVICE TRAINING" IN PUBLIC OR PRIVATE EMPLOYMENT

SUBJECTS STUDIED	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT

19 INDICATE YOUR KNOWLEDGE OF FOREIGN LANGUAGES

	READING EXC.	GOOD	FAIR	SPEAKING EXC.	GOOD	FAIR	UNDERSTANDING EXC.	GOOD	FAIR

22 ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (*such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.*)?
☐ YES ☒ NO GIVE KIND OF LICENSE AND STATE.
FIRST LICENSE OR CERTIFICATE (YEAR)
LATEST LICENSE OR CERTIFICATE (YEAR)

20 IF YOU HAVE TRAVELED OR RESIDED IN ANY FOREIGN COUNTRIES, INDICATE (1) NAMES OF COUNTRIES (2) DATES AND LENGTH OF TIME SPENT THERE, AND (3) REASON OR PURPOSE (*e. g., military service, business, education, recreation*)
Jan. 1947 to March 1948 in Japan. Nov. 1950 to June 1951 in Korea.

23 GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS
(1) YOUR MOST IMPORTANT PUBLICATIONS (*do not submit copies unless requested*)
(2) YOUR PATENTS OR INVENTIONS
(3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
(4) MEMBERSHIP IN PROFESSIONAL OR SCIENTIFIC SOCIETIES, ETC.
(5) HONORS AND FELLOWSHIPS RECEIVED.

21 LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE, SUCH AS OPERATION OF SHORT WAVE RADIO, MULTILITH, COMPTOMETER, KEY-PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING 35 SHORTHAND

16—63040-1

24 REFERENCES. List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Give complete current address, including street and number)	BUSINESS OR OCCUPATION
1. Robert Hadlich	Box 659, Grand Forks, N. Dak.	Teacher
2. Calmer Hovland	521 Maple Ave. Grand Forks N. Dak.	Teacher
3. Merland W Berg	618 Cottonwood St., Grand Forks N. Dak.	Teacher

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
25 MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER, QUALIFICATIONS, ETC.?	X	
26 ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	
27 ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY, U. S. A., OR ANY COMMUNIST ORGANIZATION?		X
28 ARE YOU NOW OR HAVE YOU EVER BEEN, A MEMBER OF A FASCIST ORGANIZATION?		X
29 ARE YOU NOW OR HAVE YOU EVER BEEN, A MEMBER OF ANY ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR OF AN ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP OR COMBINATION OF PERSONS WHICH HAS ADOPTED A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DENY OTHER PERSONS THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES OR OF SEEKING TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS?		X
If your answer to question 27, 28, or 29 above is "yes," state in Item 39 the names of all such organizations, associations, movements, groups, or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities therein		X
30 SINCE YOUR 16TH BIRTHDAY, HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED OR PLACED ON PROBATION OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE (EXCLUDING MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR FORFEITURE OF $25 OR LESS WAS IMPOSED)? *If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken*		X
31 HAVE YOU EVER BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes," give in Item 39 the name and address of employer, date, and reason in each case*		X
32 HAVE YOU EVER BEEN BARRED BY THE U. S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? *If your answer is "Yes," give dates of and reasons for such debarment in Item 39*		X
33 HAVE YOU ANY PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? *If your answer is "Yes," give complete details in Item 39 so that consideration can be given to your physical fitness for the job.*		X
34 DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes," give complete details in Item 39*		X
35 ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes," give details in Item 39*		X
36 DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? *If your answer is "Yes," show in Item 39 for EACH such relative (1) full name, (2) present address; (3) relationship; (4) Department or Agency by which employed, and (5) kind of appointment*		X

SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE

A. If you are claiming preference as a **PEACETIME VETERAN** who has been awarded a campaign badge or service ribbon, or as a **DISABLED VETERAN**, or as the **WIFE OF A DISABLED VETERAN**, or as the **WIDOW OF A WAR OR CAMPAIGN VETERAN**, attach Veteran Preference Claim, CSC Form 14, together with proof specified therein.

B. If you are a **WAR-TIME VETERAN** not claiming disability preference, you should **NOT** submit your discharge with this application. Preference will be tentatively credited to you and if appointed, you will be required to submit to the appointing officer prior to entry on duty, official evidence of separation from active service in the armed forces of the United States in time of war.

	YES	NO
37 (A) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING TIME OF WAR?	X	
(B) IS THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR DISCHARGE OR SEPARATION?	X	
(C) WAS SERVICE PERFORMED ON AN ACTIVE FULL-TIME BASIS, WITH FULL MILITARY PAY AND ALLOWANCES?	X	

(D) DATE OF ENTRY OR ENTRIES INTO SERVICE	DATE OF SEPARATION OR SEPARATIONS
Oct. 1946 Oct. 1950	April, 1948 August, 1951
BRANCH OF SERVICE (Army, Navy, Marine Corps, Coast Guard, etc.)	SERIAL NO. (if none, give grade or rating at time of separation)
Army	ER 17 214 704

	YES	NO
38 (A) IF YOU SERVED IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING PEACETIME ONLY, DID YOU PARTICIPATE IN A CAMPAIGN OR EXPEDITION AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIBBON?		X
(B) ARE YOU A DISABLED VETERAN? *If so, and you have not listed your disability in answer to Item 33, explain in Item 39 below*		X
(C) ARE YOU A VETERAN'S WIDOW WHO HAS NOT REMARRIED?		X
(D) ARE YOU THE WIFE OF A VETERAN WHO HAS A SERVICE CONNECTED DISABILITY WHICH DISQUALIFIES HIM FOR CIVIL SERVICE APPOINTMENT?		X

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information contained in the answers to Question 37 above has been verified by comparison with the discharge certificate on .... 19....

Agency: .... Title: ....

39 SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (Indicate item numbers to which answers apply)

ITEM No.		ITEM No.	

If more space is required, use paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this form.

Before signing this application check back over it to make sure that you have answered ALL questions correctly.

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

False statement on this application is punishable by Law (U. S. Code, Title 18, Section 80)

SIGNATURE OF APPLICANT [illegible signature]

(Sign your name in ink, using your first name, initial or initials, and surname. If married woman, sign as "Mrs. Mary L. Doe," not as "Mrs. John Doe")

PERSONAL HISTORY STATEMENT 1008

Instructions: 1. Answer all questions completely. If question is not applicable write "NA." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.

2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? [illegible]

Section I PERSONAL BACKGROUND

[illegible]

14-00000

DATE OF BIRTH [illegible] PLACE OF BIRTH [illegible]

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY [illegible]

CITIZENSHIP [illegible] WHEN ACQUIRED [illegible]

OCCUPATION [illegible]

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES:

[illegible]

14-00000

[illegible] ACTIVE [illegible] MILITARY SERVICE

[illegible]

REMARKS: [illegible]

SELECTIVE SERVICE BOARD NUMBER [illegible] ADDRESS [illegible]

IF DEFERRED GIVE REASON N.A.

INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS [illegible] August [illegible] 1941 [illegible] (Discharged [illegible])

CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST [illegible] YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST [illegible]

[illegible]

14-00000

GENERAL QUALIFICATIONS

LANGUAGE

14-00000

DATE OF [illegible]

DATE OF [illegible]

SEC. [illegible] MISCELLANEOUS

DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED, OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF OR HAVE YOU SUPPORTED ANY POLITICAL PARTY OR ORGAN[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

14-00000

[illegible]

[illegible] I attended [illegible] school [illegible] from the first grade to the [illegible] which time I entered Forest River school. The address of [illegible] school is Inkster, N. Dak. As I've stated I entered Forest River school in 1936.

[illegible] From June 1946 to October 1946 I worked on [illegible] Thomas Farm located at Inkster, N. Dak.

[illegible]

[illegible]

Aaker's School of Business

Grand Forks, North Dakota

REPORT OF PROGRESS

NAME WOODS, James S. ADDRESS Forest River, N. Dak. COURSE OF STUDY Accountancy DATE December 14, 1951

SCHOLASTIC ACHIEVEMENT

SUBJECTS COMPLETED:

Subject	E	D	C	B	A
Elementary Accounting					X
Advanced Accounting					X
Income Tax					X
Cost Accounting (Elem.)				X	
Typewriting				X	
Spelling					X
Business Mathematics					X
Business Law					X
Penmanship			X		
Salesmanship				X	
Business English				X	
Office Machines					X

KEY

A Superior
B Above Average
C Average
D Fair
E Slow

COMPLETED SUBJECTS

PERSONAL CHARACTERISTICS

	E	D	C	B	A
INITIATIVE					X
QUALITY OF WORK				X	
QUANTITY OF WORK				X	
ENTHUSIASM					X
PUNCTUALITY					X
COOPERATION					X
ADAPTABILITY				X	

KEY

	E	D	C	B	A
INITIATIVE	Needs Supervision	Routine Worker	Fairly Progressive	Resourceful	Marked Ability
QUALITY OF WORK	Careless	Inaccurate	Passable	Good Quality	Highest Quality
QUANTITY OF WORK	Very Low Output	Low Output	Average Output	High Output	Very High Output
ENTHUSIASM	Indifferent	Occasionally Enthusiastic	Average	Determined	Confident
PUNCTUALITY	Undependable	Improvement Needed	Occasionally Absent or Late	Seldom Late	Always Punctual
COOPERATION	Reluctant	Passive	Usually Agreeable	Co-operative	Co-operative
ADAPTABILITY	Limited	Slow	Average	With Ease	Exceptional

Manager [illegible signature]

Please keep this report for future comparison

14-00000

CONFIDENTIAL

SECURITY APPROVAL

Date: 26 March 1952

TO: Chief, Personnel Division

Your Reference: H-3007A

FROM: Chief, Security Division

Case Number: 61415

SUBJECT: WOODS, James Sarvis

1. This is to advise you of security action in the subject case as indicated below:

[X] Security approval is granted the subject person for access to classified information.

[ ] Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

[ ] The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the EOD procedures.

Mr. Clements will call back:
Bob Snyder called ok

C. V. Bradley
C. V. BRADLEY

CONFIDENTIAL

FORM NO. 38-131
JUL 1951

14-00000

CONFIDENTIAL
SECURITY INFORMATION
INTEROFFICE MEMORANDUM

Date: 29 Feb. 1952

TO: Chief, Personnel Division

FROM: Chief, Security Division

SUBJECT: WOODS, James Sauvie 61415 Request No. N-3007-A

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position: File Clerk, GS-2, OSO, RI, Proc. & Rec., Washington, D. C.

2. This is to advise you of the following security action:

a. [ ] Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity:

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. [x] Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. [ ] Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

3.

C. V. [signature]

CONFIDENTIAL

FORM NO. 38-106
JUL 1951

CONFIDENTIAL

INTEROFFICE MEMORANDUM

Date: 25 January 1952

TO: Chief, PersonnelDivision

FROM: Chief, Security Division

SUBJECT: WOODS, James Sauvie #61415 Request No. N-3007

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:

2. This is to advise you of the following security action:

a. [X] Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool.

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. [ ] Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. [ ] Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

3.

FEB 19 52

C. V. BROADLEY

CONFIDENTIAL

FORM NO. 38-106
JUL 1951

OAF OF TERMINATED FILE BEING MICROFILMED